

Job Description: Academic Peer Coach (Spring 2022 Semester)

Academic Peer Coaches (APCs) are UTSA undergraduate and graduate students trained to provide academic support to develop and enhance undergraduate students' study skills through one-on-one coaching and group workshops.

Benefits of becoming an Academic Peer Coach

- Flexible on-campus employment
- Part-time at up to 15 hours per week
- Resume builder and professional development opportunity
- Development of your own academic skills
- Paid position
 - \$13 per hour
- May fulfill internship requirements for approved academic programs

Job Duties

1. Meet one-on-one with undergraduate students for academic coaching concerning study skills.
2. Facilitate group workshops, individually or with another Academic Peer Coach, on academic topics relevant to undergraduate students, to include students living in the UTSA residence communities.
3. Successfully complete Academic Peer Coach training.
4. Market and promote the Academic Peer Coaching program. Participate in committees of Academic Peer Coaches charged with managing social media and creating videos, making handouts, planning workshops, and outreaching to various campus partners, which may include class visits and tabling.
5. Meet one-hour per week in teams with Supervisor and/or Academic Peer Coaching Coordinator for programming updates and ongoing training. Meet bi-weekly with supervisor for half-hour individual supervision meetings. Meet monthly with all Academic Peer Coaches, Supervisors, and Coordinator for ongoing professional development.
6. Maintain confidential student records of coaching and workshops. Maintain electronic calendar of schedule, in collaboration with the Academic Peer Coaching Coordinator and Supervisor, including appointments, meetings, workshops, and outreach.
7. Refer students to Supervisor or Academic Peer Coaching Coordinator, and UTSA campus resources as needed.
8. Complete other duties as assigned.

Required qualifications

- Enrollment as a UTSA undergraduate or graduate student for the Spring 2022 semester.
- Completion of at least 24 credit hours of undergraduate coursework at UTSA or another higher education institution (not including dual credit courses completed in high school).
- Overall cumulative GPA of 3.0 or above.
- Two or more semesters working on a college or university campus as a helping student leader. A student leader position may include positions such as tutor, peer mentor, peer educator, and campus intern as well as leadership positions in student organizations.
- Good interpersonal and communication skills.
- Ability to work collaboratively with a diverse group of people.
- Access to a computer and working knowledge of Microsoft Office, including Outlook.
- Ability to work flexible hours, including some evenings and weekends.
- Ability to work in flexible locations on campus and online.

Applicants must be available for

- an online interview during November 2021, and
- 40 hours of training the week of January 10, 2022.

To apply, complete an application at <https://bit.ly/apcsp2022app>.

The application contains questions about you, your education and experience, two free-response short essay questions, a space for your resume, and a request for a reference. Please read below for more details of what is required in the application.

Essays

The two short essay questions are as follows:

- Why are you interested in becoming an Academic Peer Coach? What makes you qualified for this position?
- A goal of the Academic Peer Coaching program is to support undergraduate students at UTSA in their academic success. How do you define academic success?

You will not be able to save your application, so please consider typing your responses to these questions in a Word document first, then copy-pasting your responses into the application form.

Resume:

Upload a .pdf copy of your resume. For help with your resume, utilize the [UTSA Career Center](#), including [sample resumes](#). Your resume should include information about the positions listed in the required student leadership experience question.

Reference:

Provide the name, title, and contact information for one professional reference. Your reference can be a current or former supervisor, a professor, a staff advisor for a student organization, or a co-worker. Please do not list a friend or family member as your reference. Although your reference will not be contacted until the interview stage, please ask for permission from your reference before listing their name and email address.

Applications will close on Friday, November 5th at 11:59pm CDT. Only complete applications will be considered.

Selected applicants will be contacted via email for an interview. Please check your spam box.

Questions? Email the Academic Peer Coaching program at PeerCoach@utsa.edu.

This position requires successful clearance on a criminal background check.

With a few exceptions, you are entitled to be informed about the information UT San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have UT San Antonio correct information about you that is held by us and that is incorrect in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that UT San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.