

## Peer Academic Coach

### ***Description***

Our peer academic coaches meet one-on-one with individual students as assigned to help them refine and enhance their academic strategies and work productively through any academic challenges they experience. Read about the Coaching program [here](#).

### ***Job Duties***

#### **The peer academic coach will:**

- Attend and participate in yearly coach training (up to a half day) in spring and fall orientation
- Meet with assigned students up to once per week, on a mutually agreed upon schedule, for coaching sessions.
- Submit check-in reports to Program Manager after each coaching meeting.
- Attend required group and one-on-one coach training meetings each quarter.
- Regularly check and respond to emails.
- Coach each student with professionalism and a commitment to the learning and well-being of the student.

### ***Qualifications***

#### **The Peer Coach must:**

- Be a Northwestern University undergraduate student.
- Be in good disciplinary standing with Northwestern University.
- Be committed to fostering learning environments where students with a wide variety of social identities feel valued and included.
- Be committed to growing and improving as a peer leader over the year.
- Have outstanding interpersonal skills.
- Be committed to helping other Northwestern students succeed.

### ***Dates of Employment***

**The Peer Coach must commit to the role for the entire academic year. The Peer Coach understands that demand for peer coaching is variable and unpredictable, and ASLA cannot guarantee the Peer Coach a certain number of hours.**

### ***Compensation***

- The Peer Academic Coach will be paid an hourly rate. Coaches must track and report the hours they spend coaching (including training and professional development meetings); they will be paid biweekly.
- Students who are work-study eligible may elect to have their pay put toward their work-study allotment (this is optional, not required).
- Students with or without work-study eligibility are welcome to apply.

**For more information, contact Shawn at [shawn.bush@northwestern.edu](mailto:shawn.bush@northwestern.edu), or 847-467-0148**