The primary role of the Academic Skills Peer Coach is to support undergraduate students’ transition to University life and help foster a successful academic community at WashU. A Peer Coach’s primary role is to meet one-on-one with students in need of support, in addition to facilitating larger-group workshops throughout the semester. In a broader sense, the Peer Coach position is a challenging and rewarding experience that provides many opportunities to develop knowledge and skills in areas such as communication, group facilitation, evidence-based strategies for academic success, and more!

**GENERAL RESPONSIBILITIES:**

To assist in fostering academic success in the undergraduate student experience, the Academic Skills Peer Coach will help facilitate students’ learning by:

- Participating in ongoing professional development (usually one training per semester) to expand their knowledge of students’ academic challenges and evidence-based strategies to address them.
- Meeting one-on-one with undergraduate students to assist them in developing the academic skills they need to succeed in college, including study strategies, time management, motivation, reading skills, communication with instructors, and test anxiety management.
- Developing workshops related to academic skills.
- Facilitating academic skills workshops with a variety of student populations.
- Developing and using problem-solving techniques as practiced in the WashU academic community.
- Modeling positive behavior.
- Conducting yourself in a professional manner at all times, and being respectful, patient, and attentive to students’ needs.

**EXPECTATIONS:**

**Specific Duties:**

- Peer Coaches typically work 2-4 hours per week, during which time they are available to meet one-on-one with students in need of support. Between appointments, Peer Coaches may work on other tasks related to the position, such as preparing presentations or creating new resources.
- Develop and facilitate workshops and other events to promote Peer Coaching and other Learning Center programs to the WashU student body.
- Communicate new initiatives to the Academic Programs Coordinator.

**Other Administrative Duties:**

- Report biweekly hours worked via HRMS, the University’s payroll system.
- Use ConexEd, our video conferencing and attendance data tracking system.
- Conduct all meetings via ConexEd or Zoom video conferencing to protect the health of our campus community during the COVID-19 pandemic.
- Show up on time for your scheduled work hours.
• Anticipate your own study needs when setting up your hours of work as a Peer Coach.
• If you must miss a shift, you should notify Learning Center staff and any students who are scheduled to meet with you at least 24 hours ahead of the scheduled meeting time and cancel or reschedule your session on ConexEd.
• In case of emergency, attend to the emergency first, and then contact The Learning Center at a responsible time.
• Complete activity reports/evaluations as required by The Learning Center.
• Respect all students’ confidentiality, recognizing that as a member of the Learning Center team, you may share information with Learning Center staff when appropriate.

COMPENSATION:
Academic Skills Peer Coaches will be compensated bi-weekly at the rate of $15/hour, according to the University’s payroll schedule.

Peer Coaches are chosen based on a variety of factors, including their own academic skills, communication skills, and willingness to learn and grow in the role. Continued employment is contingent on the Coach’s ability to maintain satisfactory academic performance (semester GPA ≥ 3.0) and engage in professional, timely communication with students and Learning Center staff.

*The Financial Aid Office, due to US government regulations, takes into account the full amount of the compensation when computing an Academic Skills Peer Coach’s total financial package. If you have questions about how your appointment as a Peer Coach could affect your financial aid package, please contact the Financial Aid office at 314-935-5900.*

TO APPLY:
Email Karen Backes, Academic Programs Coordinator, at backes@wustl.edu. In your email, please share why you are interested in becoming an Academic Skills Peer Coach and describe any relevant experience you bring to the role.