

# Peer Academic Coach Position Description – The Learning Center

## Overview

The goal of the Academic Coaching Program is to enrich, enhance, and facilitate the student learning experience at CSULB. The primary responsibility of the Learning Center Peer Academic Coach is to serve as an academic coach/mentor to CSULB students. Peer Coaches work with students on their academic and personal transition to the university environment. Peer Coaches will provide services via individual appointments with students and through workshops on various academic success topics for the campus at large.

Peer Coaches will gain hands-on experience in working with students at all levels in their academic career. They will receive training on mentoring perspectives and techniques, on learning styles, student assessment, setting the student's system of study and academic plan, and on referral techniques and developing student use of support services. Peer Coaches receive valuable feedback on their development and demonstration of essential professional skills.

Coaches will provide services both in-person and remotely.

## Duties

- Discuss academic issues with students related to study approaches and workload responsibilities
- Work with students in setting course grade goals with academic plans based on resource utilization
- Work with students to develop/improve non-cognitive skills:
  - Academic Behaviors: going to class, doing homework, organizing materials, and participating in class, studying
  - Academic Perseverance: Grit, tenacity, delayed gratification, self-discipline, and self-control
  - Academic Mindset: sense of belonging, fit, fixed/growth: “I belong in this academic community; my ability and competence can grow with my effort; I can succeed at this”, knowledgeable of “Imposter Syndrome”
  - Learning Strategies: study skills, meta-cognition, self-regulated learning, goal setting
  - Social Skills: Interpersonal skills, empathy, cooperation, assertion, responsibility
- Assist professional staff with student intakes, evaluations, and documentation/reporting related to program use
- Facilitate study skill lessons in group settings (classrooms) via workshops
- Participate in planning meetings and weekly training sessions
- Assist professional staff with creation of program materials

## **Time Commitment and Compensation**

Coaches must be able to work 10 hours per week. Additional hours may be available depending on demand for Program Services

\$17.00/hour

## **Qualifications**

- Informed about the different types academic and psychosocial needs students have as they traverse academic programs
- Good academic and conduct standing; 3.0 GPA
- Understanding of social justice, equity, and inclusion; able to work with a diverse student body

## **Preferred skills/experience**

- Experience working with students with disabilities in a k-12 or college-level learning environment

## **To apply:**

Submit résumé along with a brief cover letter expressing your interest and skills related to the position to:

Lori Joy Patricio  
Program Coordinator, Academic Coaching, The Learning Center  
[lorijoy.patricio@csulb.edu](mailto:lorijoy.patricio@csulb.edu)

Jennifer Luarca  
Program Coordinator, Academic Coaching, The Learning Center  
[jennifer.luarca@csulb.edu](mailto:jennifer.luarca@csulb.edu)

You should also be able to provide a letter of reference.

Application review will be on a rolling basis and continue until the positions are filled.