AUBURN
Human Resources

# Academic Coach

**Job Description**

## JOB INFORMATION

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|---|---|
| Job Code | AE98 |
| Job Description Title | Academic Coach |
| Pay Grade | SR06 |
| Range Minimum | $37,810 |
| 33rd % | $44,110 |
| Range Midpoint | $47,270 |
| 67th % | $50,420 |
| Range Maximum | $56,720 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 3/10/2023 |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Student Resources |
| Job Function: | Academic |

## JOB SUMMARY

The Academic Coach provides professional, individualized academic coaching services to students with learning differences and executive functioning challenges.

## RESPONSIBILITIES

- Counsels students in developing organizational, time management and study skills by providing tangible strategies and tools in order to help the student successfully navigate the transition from secondary to post-secondary education.
- Meets with students one on one to provide support, encourage accountability, and develop critical thinking skills and self-awareness.
- Develops and teaches effective study skills and strategies to encourage academic success.
- Provides guidance to students in determining short and long term academic goals to enhance academic skill development. Monitors students grades, as reported by the student and on Canvas to assist students in reaching their personal grade goals.
- Advises students on university policies and how the policies apply to their academic progress. Educates students on university resources and refers students as needed.
- Coaches students on effective and professional communication with faculty and staff.
- Attends training and professional development opportunities to enhance academic coaching skills.
- Maintains consistent and comprehensive records and files for tracking and data analysis.
- May teach a UNIV course or workshops for neurodiverse students.
- May support the SKILL Program Director in administrative and academic support tasks. May develop curricula and programming for SKILL students and staff.
- May support the Office of Accessibility by participating in staff meetings, workshops, trainings, and campus events such as Camp War Eagle.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| Master's Degree | in Psychology, Education, Rehabilitation Counseling, or a related field. | and | 1 year of | experience working with students with disabilities. Preferred experience in advising, counseling, or teaching students with Autism Spectrum Disorder. | |

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| Substitutions Allowed for Education | Yes |
| *Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.* | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Knowledge of concepts, practices, and procedures regarding learning strategies and understanding of college student development and experiences. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| None Required. | | | | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | | X | | |
| Walking | | | | X | | |
| Sitting | | | | | X | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | | X | | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | | X | |
| Eye/Hand/Foot Coordination | | | | | X | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

**Vision Requirements:**

Ability to see information in print and/or electronically.

**Travel Requirements:**

None Required