



# Mustang Success Center

Academic Coaching

<b>JOB TITLE:</b>	Student-Athlete Academic Coach
<b>DEPARTMENT:</b>	Mustang Success Center (Athletics)
<b>POSITION TYPE:</b>	Part-time student employee
<b>ANTICIPATED COMPENSATION:</b>	\$15.00 per hour
<b>HOURS:</b>	Hours will be determined each quarter based on assigned student-athletes' class and practice schedules and will be approximately 3-5 hours/week.
<b>SUPERVISED BY:</b>	Direct Supervisor: Louise Torgerson, Athletic Academic Advisor Indirect supervision will be provided by Kyle Ross and Zach Reed, Athletic Academic Advisors, and Carly Head, Assistant Director/Athletic Academic Advisor

## POSITION DESCRIPTION

The Mustang Success Center (MSC) provides an inclusive environment that supports undergraduate students with their successful transition and integration into Cal Poly. The center's staff provides accessible academic advising that guides students to clear pathways of success and timely graduation.

The purpose of the MSC is to facilitate and coordinate outcome driven efforts that support student success (e.g., retention, persistence, and graduation). Working collaboratively with the MSC athletic advising staff, this position will provide support for first time freshmen and transfer student-athletes.

### ACADEMIC COACHING PROGRAM

Select first time freshmen and transfer student-athletes are paired with an Academic Coach for their first year on campus to help with their adjustment to the university setting and overall wellbeing as a collegiate student-athlete. Academic Coaches meet with assigned student-athletes on a weekly or bi-weekly basis to monitor, assist with, and report the student-athletes' progress. They provide academic mentoring and counseling in the following areas:

- Effective study skills
- Note taking
- Test preparation
- Time management
- Organization
- Goal planning
- Setting weekly objectives
- Critical thinking and learning styles

Training is provided on skills to offer guidance, resources, structure and accountability for student-athletes. In addition, quarterly Academic Coaches meetings during Week 1, ongoing workshop workshops and one-on-one check-in's with an athletic academic advisor will take place.

### Academic Coaching Expectations

- Meet weekly or bi-weekly with each assigned student-athletes at a consistent day/time and location
- Submit detailed reports on each session with your student-athletes
- Attend training and workshops to collaborate with peer Academic Coaches and for professional development
- Attend the Meet and Greet event to be paired with your assigned student-athletes
- Encourage independent learning and challenge students' thinking
- Maintain confidentiality of any information regarding student-athletes
- Oversee assigned student-athletes' academic work, monitor academic progress, and hold student-athletes accountable to their academic obligations
- Teach time management and organization skills
- Be aware of NCAA academic eligibility requirements and extra benefit rules
- Maintain a professional relationship with student-athletes
- Be available to work 3-5 hours/week with assigned student-athletes for the duration of the academic year

### REQUIRED QUALIFICATIONS

#### Education and Experience

Bachelor's degree and admittance to one of Cal Poly's graduate programs

## APPLY!

Please email your resume and statement of interest (describe why you are interested in this position and how you will serve students from diverse backgrounds) to [athleticadvising@calpoly.edu](mailto:athleticadvising@calpoly.edu) as soon as possible (we are hiring to fill multiple positions; open until filled).



# Mustang Success Center

## Academic Coaching Timeline

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### SPRING 2022

To be determined	Meet with supervisor; opportunity to shadow current academic coaching meetings; potential welcome event for 2022-23 AC's
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### FALL 2022 QUARTER

Week 1 (or week prior)	Fall 2022 AC Training; Meet and Greet event with Student-Athletes
October & November	Professional Development Workshops (one/month)
Weeks 2-11	Bi-weekly meetings with assigned student-athletes; individual check-in with supervisor (twice/quarter)

### WINTER 2023 QUARTER

Week 1	Quarterly Academic Coaches meeting
February	Professional Development Workshop
Weeks 2-10	Bi-weekly meetings with assigned student-athletes; individual check-in with supervisor (twice/quarter)

### SPRING 2023 QUARTER

Week 1	Quarterly Academic Coaches meeting
Weeks 2-10	Bi-weekly meetings with assigned student-athletes; individual check-in with supervisor (twice/quarter)
TBD	Workshop; Year-end celebration