### Job Title:
EOP Academic Coaching for Educational Success (ACES) Student Assistant

### Department/Group:
Educational Opportunity Program/San José State University

### Compensation:
Coaches are compensated $15.25 per hour and responsibilities vary between 10-15 hours per week.

### Employment Period:
Coaches are hired for the academic year; however, they are evaluated at the end of the Fall semester and if they receive a satisfactory evaluation, will continue employment in the Spring.

### Job Description
The Academic Coaching for Educational Success (ACES) Program strives to provide students with the necessary skills and tools to excel throughout their academic experience at SJSU. Not only are ACES Coaches an academic guidance, but also mentors to their students. ACES Coaches work to provide a rewarding experience that promotes the assets necessary to succeed in college—such as goal setting, organizational skills, note taking, study skills, time management, finding motivation, etc. ACES Coaches provide a source of support and accountability for students as they pursue their baccalaureate degree.

### REQUIREMENTS/COACHES MUST:
- Be in at least their second year of attendance at SJSU; Transfer students are encouraged to apply
- Have a minimum 2.75 SJSU GPA (both semester and cumulative) for undergraduates; 3.00 SJSU GPA (both semester and cumulative) for graduate students
- Be able to provide up to 10-15 hours of availability per week (between 9am-7pm, Monday – Friday)
- Be open and willing to work with students of any race, sexual orientation, religion, ability, background, and/or demographics
- Be in good judicial standing at SJSU (verified through the Office of Student Conduct & Ethical Development)
- Have an appreciation to support students in their academic journey

To be considered for the Mentor position, candidates must be able to perform the following duties and be available on the following dates (these are non-negotiable):
- Individual Interviews (by invitation only) - February 19-21, 2020
- Attend and participate in Fall Training (TBA)

### RESPONSIBILITIES:
- Maintain consistent interaction with up to 25 mentees (may vary per semester)
- Meet every other week with mentees throughout the semester
- Assist and guide students who have been selected to participate in the Academic Coaching for Educational Success (ACES) program. This includes tracking, note-taking and referrals to EOP advisors
- Provide skills that will support students in and out of the classroom; such as goal setting, organizational skills, note taking, study skills, time management, finding motivation
- Inform students about the SJSU and EOP resources that are available to them
- Attend ALL bi-weekly (date may vary on student/staff availability) staff meetings (no more than one absence per semester)
- Attend and actively participate in ALL mentor trainings
- Be responsive to all work related communication in a timely manner (within 48 business hours)
- Submit hours (on time) at the end of every pay period
- Complete other duties as assigned