### Summer Bridge 2018 Academic Coach Position Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Academic Coach (AC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Group:</td>
<td>Educational Opportunity Program/San José State University</td>
</tr>
<tr>
<td>Job Description</td>
<td></td>
</tr>
</tbody>
</table>

The Summer Bridge Program was designed to enhance students’ math, reading comprehension, and writing skills prior to their first semester at SJSU. The program will prepare 60 first-year freshmen students for SJSU’s college level coursework and for a successful academic and social transition.

We seek qualified Academic Coaches (AC) for Summer 2018. ACs are responsible for providing academic assistance and mentoring for a cohort of newly admitted San José State University Freshmen participating in the Summer Bridge Program.

**Academic Coach Responsibilities**

1. Attend all summer class sessions with Summer Program participants.
2. Encourage personal, social, and academic development of students.
3. Academic Coaches provide one-on-one instruction for assignments set by instructors.
4. Work with students in small groups on math, reading, writing, and General Education assignments.
5. Read ALL tests your students are working with.
6. Submit Progress Reports.
7. Attend a weekly staff meeting once the program begins.
8. Convey student concerns relating to Summer Bridge Program Residential Life (i.e., policies, procedures, dining services, maintenance, etc.) to the Resident Director.
9. Serve as a constructive and positive role model for personal behavior and academic pursuits and adhere to ALL campus policies. Model appreciation of differences and assist students in developing an understanding of diverse cultures and lifestyles. Respect and treat all individuals fairly and equitably by being open and understanding of sexual orientation, and cultural and ethnic diversity issues.

**Terms of Employment**

The Academic Coach is expected to serve as a role model and enforce all residence hall and Summer Bridge Program policies and procedures through day-to-day interaction with students and staff as well as through online sources (e.g., Facebook, Instagram, Twitter, e-mail, etc.). Failure to serve as a positive role model may result in personnel action up to and including release from position. Your employment will also be based on receiving a grade of B+ or higher in the leadership course, attendance/participation, and overall efforts in the course.

**Related Duties**

1. Maintain positive working relationships with Summer Bridge Program staff.
2. Maintain confidentiality and objectivity in all matters related to students and staff.
3. Be able to give and accept feedback to incorporate into personal and professional skill development.

---

**EOP Summer Bridge Program Dates:**
June 24, 2018 - August 3, 2018
Special Position Requirements:
Academic Coaches are expected to work Monday-Friday (June 25, 2018 – August 3, 2018) between 8am-5pm. A one hour break will be given for lunch. Lunch will be provided for the duration of the program.

Position Requirements - Knowledge, Skills and Abilities:
- Strong desire to work with incoming freshmen
- Organizational and administrative skills, especially the ability to perform job responsibilities with minimal supervision.
- Exceptional communication skills, especially facilitation, presentation, negotiation, and standard written and spoken English.
- Ability to remain flexible and adapt with needs of the program.
- Ability to work in a team environment.
- Creativity and innovation concerning academic coaching.
- Assertiveness to articulate thoughts and ideas during staff training and meetings.
- Sensitivity to the needs of culturally diverse, low-income college students.
- Demonstrated effectiveness in problem solving, groups processing, and teamwork in a facilitator setting.

Training and Development (Mandatory Dates)

Leadership Course
Enroll in 1-unit Student Leadership Development course: UNVS 95 (Spring 2018)

Summer Training Days:
June 24-28, 2018 (Dates are tentative)

Summer Bridge Student Move-In:
June 31, 2018 (Dates are tentative)

Qualifications
Undergraduate or graduate students in good standing with the university and possessing a minimum 3.000 SJSU and cumulative GPA at time of the application. A GPA check will occur at the end of the Spring semester to verify that you have met this requirement.

1. Candidates must be in good judicial standing. Good judicial standing is determined by number of previous incidents, severity of charges, and status of findings and sanctions. Release from position may be required for students who do not maintain this standing. No candidate can have an OPEN student conduct file during the interview and/or employment period.
2. Candidate must have a matriculated student status with SJSU (i.e. accepted, enrolled, and or/currently a student) during the time of the application.
3. Previous leadership experience is strongly desired.
4. Previous counseling and/or tutoring experience (preferred).
5. Academic Coaches must be proficient in math, reading, writing, and critical thinking skills.
6. Academic Coaches will also be working with individuals from various backgrounds who have a variety of abilities and will need to exhibit an optimistic and energetic attitude towards working with students.
7. Previous experience with or an understanding of the incoming freshmen transition experience.