



Educational Opportunity Program Academic Coaching for Educational Success (ACES) Job Description

PROGRAM OVERVIEW

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 do ACES Coaches offer academic guidance, but they also serve as 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.

CONTRACT DETAILS

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

- Coaches are compensated \$15.40 per hour.
- Responsibilities vary between 10-15 hours per week while programs are in session.

The 2021/2022 work periods include:

- Fall 2021 - late August through November
- Spring 2022 - late January through April

RESPONSIBILITIES

- Mentor and guide students who have been selected to participate in the ACES programs. This includes tracking meetings, detailed note-taking, and making referrals to EOP Transition Support Programs Coordinator
- Maintain consistent communication and interaction with 10-25 mentees (may vary per semester) throughout the semester
- Schedule and maintain bi-weekly meetings with mentees throughout each semester
- Assist and guide students' who have been selected to participate in the Academic Coaching for Educational Success (ACES) program. This includes tracking mentee meetings, note-taking, and referrals to EOP advisors
- Provide guidance to mentees beyond the classroom; such as navigating SJSU, goal setting, time management, fostering motivation and accountability
- Inform mentees about SJSU and EOP services, resources, and other programs available to students
- Attend ALL bi-weekly staff meetings (dates may vary on student/staff availability, no more than one absence per semester)
- Attend and actively participate in ALL mentor training
- Be responsive to all work related communication in a timely manner (within 48 business hours)
- Maintain professional student assistant behavior, positive and exemplary representation of EOP as well as SJSU student conduct
- Submit hours (on time) at the end of every pay period.
- Complete other duties as assigned

COACH REQUIREMENTS

- 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 ACES Coaching 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 15-19, 2021
- Attend and participate in *Mentor Training* (TBA late August 2021)