

Student Support Services



APPALACHIAN STATE UNIVERSITY

TRIO SSS Academic Coach Position

TRIO Student Support Services (SSS) Overview

The mission of TRIO Student Support Services is to graduate our diverse group of low-income, first generation college students from Appalachian State University. This position is an integral component of achieving that mission. Visit our website at sss.appstate.edu to learn more.

Position Overview

This 20-hour a week position will serve as an Academic Coach/Mentor to 12-14 continuing TRIO SSS students, including a small mentoring caseload of new TRIO SSS students. They will meet with each student once a week for 30 minutes-1 hour (max of 14 hours per week). While the focus is generally on coaching, you will also mentor first-year students providing a holistic approach to support their academic success and overall wellness.

The Academic Coach will set up the appointment times with the students to fit around yours and their class schedules. Our program goals are to connect mentees to campus resources and document actual visits to resources: Library, SRC, Writing Center, Counseling Center, Tutoring, Learning Skills, Career Center.

The ideal candidate will take initiative and have strong organization and time management skills. They will be able to work autonomously within a team as a professional staff member. They will possess strong communication skills and a genuine desire to help this specific student population. They can be a study skills resource for other mentors within the program which includes, but is not limited to, creating/updating materials and presentations.

Please see the description of a typical one-on-one meeting below.

Critical Components

- Meet regularly with the Coordinator for Academic Success and Resilience, TRIO SSS Director/Assistant Director and the TRIO SSS Instructor/Advisor for ongoing training; discuss student progress.
- Create, facilitate, teach, and promote successful study strategies/ personal self care-wellness/ career exploration, etc. for your students as you see appropriate.
- Make efforts to contact students who miss appointments or seem to be out of touch. Communicate any concerns to the academic advisor.
- Maintain records of all contacts with your students and topics covered.
- Maintain records of hours worked and submit in a timely manner to the Director of Academic Strategy Instruction/ TRIO SSS Director.
- Work with the TRIO SSS Instructor to discuss strategies for SSS ESL students who want to continue to improve their writing skills

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- Document academic progress of students:
 - Course grades
 - Course projects
 - Assess each month or as needed
- Participate in bi-weekly mentor trainings throughout the year which include: Introduction to academic advising
 - Study skills and learning styles
 - Coping skills
 - Awareness of campus resources, etc.
 - Mentoring Skills

In Your Meetings You Will:

1. Form a positive relationship with the student. You will be a role model to them in terms of how to get the most out of college and be successful.
2. Help students set goals based on the classes they are taking and any difficulties they may be having. Help them keep a record of any grades earned and of all upcoming assignments. Help them break down long-term assignments into short-term goals.
3. Help students learn to study every week, not just the week before the test.
4. Make sure the student has found an effective resource, such as weekly tutoring and make sure the student turns in documentation to verify that they attended the tutoring session. Coach them on how to get the most out of such resources. (Students who meet with mentors regularly and use one campus resource per week earn the reward of priority registration—you will help monitor their success in earning this reward).
5. Find out more about the student's career goals and consider ways to help them learn more about that career. Share examples from your own life and how you made such decisions.
6. Be encouraging and supportive. Be an ally to your student. Get to know the student's advisor well so you can help connect the student to that resource as well.
7. Help your students know that they are an important part of Appalachian State University. Encourage them to take advantage of clubs or sports; help them find positive outlets for their emotional, spiritual, social, and physical needs as well as their academic needs.

Compensation and Hours:

20 hours/per week

Position pays \$15/hr and runs August 2022-May 2023

How to Apply:

To apply, follow application procedures for GAPP weekend.

For more information or questions, please contact Cathia Silver, Director of TRIO SSS, at silverct@appstate.edu.