

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 16-20 TRIO SSS students first year and continuing students. Each of the two academic coaches will work on assisting first year students through holistic mentorship as they transition into college. Each academic coach will also work with additional referred students known as “coaching students.” Many, but not all, coaching students will be upperclassmen students who need support raising their grades through assistance mastering different study skills, re-evaluating their time management, gaining greater academic confidence, and utilizing campus resources.

Additionally each Academic Coach will also assist any TRIO SSS students interested in graduate school and/or preparing for employment after graduation through assisting them with applications, hosting workshop(s) regarding interview skills/graduate school applications, etc. and possibly planning and coordinating one or two graduate school visits with the support of TRIO SSS program advisors.

The Academic Coach will set up the recurring weekly appointment times with the students to fit around yours and their class schedules. Student meetings will be 30 minutes to an hour long and academic coaches will typically not exceed more than 15 hours of direct student hours in a week.

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 candidates 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 Instructor/Advisor for ongoing training and to 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 their assigned supervisor.
- 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:
 - 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 each student. You will be an academic role model to them.
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 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/week Assistantship ~\$16.67 per hour (\$5,000 per semester)

Position runs August 2024-May 2025

How to Apply:

To apply, follow application procedures for GAPP weekend.

For more information or questions, please contact Allyson Murphy, Assistant Director of TRIO SSS, at murphyag2@appstate.edu