Position: Bounce Back Academic Coach

Term of Position: September 1st – December 1st, 2018
January 8th – April 6th, 2019
Up to 10 hours/week

POSITION SUMMARY:

The Student Experience Office (SEO) at Queen’s aims to prepare and support students to achieve not only their personal, social, and academic goals, but also their professional and community aspirations. The SEO supports co-curricular learning and development by offering programs and services to orient students to university life, support their successful transitions into and through university, and encourage their leadership development and community engagement while at university.

Reporting directly to the Coordinator, Peer Programs, Academic Coaches will engage in one-on-one academic coaching with up to 3 eligible first-year students who opt-in to the program. Academic Coaches will meet weekly with their participant for a maximum of one hour throughout the fall and winter terms (Fall: Commerce, Engineering Nursing; Winter: All faculties and schools). They will assist program participants to identify the sources of previous academic difficulties; set goals; facilitate access to campus resources, services and programs; and build confidence in their strengths and abilities to achieve success at university.

Some benefits from being a Bounce Back Academic Coach include:

- Building a deeper connection with the Queen’s community
- Ongoing professional development
- Certificate of contribution for your professional portfolio
- Meet other students with similar interests

Enjoy a great experience on campus that works around your schedule!
POSITION REQUIREMENTS
The Bounce Back Academic Coach must:

- Have experience working in a leadership role among peers
- Have an interest, passion and enthusiasm for helping peers and can display a good understanding of challenges facing first-year students
- Have experience providing personal support and forming helping relationships (e.g., mentoring, tutoring, or coaching)
- Demonstrated initiative and self-motivation
- Be able to set priorities to meet deadlines and possess excellent organizational skills
- Possess excellent interpersonal skills and be an active listener
- Be able to exercise good judgment and sound reasoning. Be self-reflective, patient and empathetic
- Demonstrate good decision-making and creative conflict management/problem-solving skills
- Have good oral and written communication skills
- Be knowledgeable about the University, its administrative processes, and the various programs and support services/resources that are available to students
- Participation in varsity or club athletics, or engagement in competitive sport is considered an asset
- Ensure that interactions with students are positive, inclusive, and meet the unique transition needs of a diverse student body
- Be available for, attend, and actively participate in all Bounce Back trainings, meetings, and sessions.
- Act in accordance to a signed Queen’s University confidentiality agreement

RESPONSIBILITIES

Conduct one-on-one meetings with first-year participants who opt-in to the program

- Meet with students at appropriate times and locations that are mutually comfortable
- Build a positive rapport
- Explore stressors and coping over the course of the first semester
- Assess study skills that require improvement
- Identify strategies for change
- Engage participants in a planning process for attending workshops and services that are available on campus and that help to build skills and new understandings
- Proactively check in at least once per week
- Create and review progress towards goals in learning plan
- Engage in problem-solving if/when difficulties arise
- Encourage positive progress towards academic success

Maintain strong helping/coaching relationship with participants

- Listen and support participant experiences in a non-judgmental way
- Support participants in building their self-confidence
- Recognize and help participants to identify potential signs of personal distress
- Encourage self-reflection and open-mindedness
- Assist participants in forming community connections
- Appropriately offer resources and referrals
Administrative Tasks

- Complete on-going documentation of job-related activities (e.g., weekly coaching logs through eRez) as well as end of program assessment survey
- Proactively ensure that the Coordinator, Peer Programs is kept apprised of any potential problems, on-going concerns and activities by submitting weekly updates.
- Work collaboratively with other members of the Bounce Back team
- Attend weekly Academic Coach team meetings facilitated by Senior Academic Coaches (1-hour in length)
- Uphold the mission of the Bounce Back program, the Student Experience Office and the Division of Student Affairs
- Operate within the limits of training and expertise using a peer-to-peer helping model
- Attend pre-service and on-going training opportunities, and continuously seek to improve skills and knowledge pertaining to the position
- Support the on-going development of and improvements to the Bounce Back program
- Other duties as assigned

BENEFITS

- Build a deeper connection with the Queen’s community
- Opportunities for ongoing professional development
- Certificate of contribution for your professional portfolio
- Meet other students with similar interests
- Enjoy a great experience on campus that works around your schedule

HOW TO APPLY

Please submit a cover letter and resume along with your unofficial transcript as one document saved using your last name followed by your first name (ex. Smith Jane) by email to: student.experience@queensu.ca. Only candidates who have been chosen for an interview will be contacted.

Your application must include:
- Resume
- Cover letter
  - Detailing why you are interested and qualified for these positions, and
  - Your experience with successfully managing personal and/or academic challenges while at Queen’s and what skills/resources you used to overcome to challenges

All candidates who are interested in working as both a Q Success Mentor and a Bounce Back Academic Coach are asked to submit one application only. Read both job descriptions carefully, noting the mandatory training dates for each program, and follow the application submission guidelines below. Please indicate in your email that you are interested in both positions.

Queen’s is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal peoples, persons with disabilities, and persons of any sexual orientation or gender identity.