

# SCAA PEER ACADEMIC COACH (PAC) POSITION DESCRIPTION



The mission of the Student Center for Academic Achievement (SCAA) is to provide CSUEB students with individual and collaborative learning opportunities within an inclusive environment fostering independent growth. The SCAA strives to cultivate adaptability, self-direction, and self-confidence through peer-to-peer support programs. SCAA services help students set achievable goals, develop academic skills, and improve subject comprehension. \_\_\_\_\_

The heart of the SCAA's work is a dedicated staff of peer leaders. The SCAA employs individuals who are interested in helping their peers engage in life-long learning; possess patience and good communication skills; are sensitive to diverse student needs; are reliable, committed, and accountable; are willing to creatively and collaboratively contribute to the advancement of the SCAA; and are interested in being a part of a community that is passionate about student success.

Peer Academic Coaches (PACs) work with Cal State East Bay freshman and transfer students both in the transition course classrooms and in a one-on-one case management style to support students in developing good student skills. In the classroom, PACs act as student advocates and work to foster the classroom community. Additionally, PACs support a small number of students individually to develop good student skills and implement independent learning skills.

## Peer Academic Coach Responsibilities:

- Commit to approximately 10-15 weekly hours for PAC-related activities
- Assist students with developing foundational academic skills including time management, planning and prioritization, communication and resource utilization
- Communicate complex concepts in understandable terms
- Exhibit strong organizational skills and track multiple students' progress in courses
- Connect with empathy and have the ability to bring in key additional supports for students struggling in areas beyond academics
- Commit to self-reflection and leadership growth and cultivate a sense of belonging for other students
- Demonstrate familiarity with MyCSUEB, Google Calendar, BlackBoard, Horizon Email, Library systems and the various departments used by students on campus including Financial Aid, Admissions, Student Health and Counseling Services, etc.
- Complete additional duties as assigned

## Minimum Qualifications\*:

Applicants must...

- be a currently matriculated CSUEB student enrolled in a minimum of six undergraduate term units

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have earned and maintain as a condition of employment a minimum 3.0 GPA