**PLUS Student Peer Academic Coach**

**PLUS Student Peer Academic Coaches will:** complete CRLA (College Reading and Learning Association) levels 1, 2, & 3 training during the term for which they are hired. Coaches will also shadow at least one seasoned peer academic coach during sessions to prepare for independently coaching the following term. A peer academic coach must be available to work at least seven (7) hours per week during their first quarter. During following academic terms, coaches must be available to work at least (4) hours per week: three (3) hours of coaching students in one-on-one sessions and one (1) hour of preparation time. Peer academic coaches will support students with academic skills such as: time management, study and test-taking strategies, note-taking, grit and growth mindset, and motivation.

**PLUS Student Peer Academic Coaches will:**

* Turn in biweekly paperwork to their supervisor(s) by the deadlines set by PLUS staff and digital EagleNet time sheets by the same deadline.
* Regularly check their EWU email account for messages from their supervisor, graduate student employees, and students.
* Participate in quarterly staff and peer observations/evaluations and attend weekly paid College Reading and Learning Association (CRLA) training (Levels 1, 2, and 3 are required).
  + Complete supplemental training assignments (worksheets, reflections, reading).
* Help students improve academic skills relevant to their disciplines and employ metacognitive learning strategies. They may be required to refer students to suitable resources on campus based on student assessment.

This position will report to *PLUS Retention Specialist - Academic Coaching/Navigate* in the PLUS Program.

This position will work a maximum of 19 hours per week based on availability and may have opportunities for weekend and evening work. (Note: If a student employee works other student employee positions the total maximum hours between all of the positions is 19 hours per week).   
  
**Required Qualifications:**Students interested in becoming a PLUS academic coach must meet the following minimum qualifications:

* Have and maintain an overall GPA of 3.3 or higher
* Have at least sophomore standing (Running Start not eligible until fully matriculated in third year of college)
* Be able to attend weekly trainings
* Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.
* Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

**Eligible candidates must:**

* Possess a flexible schedule
* Have excellent communication skills
* Have computer literacy
  + Be comfortable utilizing Zoom (creating meetings, using various functions- share screen, mute and video controls, etc.)
  + Be comfortable utilizing Google Drive
* Be honest, reliable, organized, and sensitive to the needs of a diverse campus population
* Regularly check their EWU email account and respond promptly when contacted by their supervisor
* Be able to follow protocol and adhere to the policies of the PLUS Program (failure to meet all requirements may result in termination)
* Be responsive to student and supervisor feedback

The PLUS Program reserves the right to make program changes when needed.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range A**