



# Arts Peer Academic Coach (APAC) position description

## Role overview

The APAC team is a group of enthusiastic, compassionate, committed Arts students who provide individualized support to their fellow peers in the form of one-on-one, strengths-based conversations. Coaches are trained to facilitate conversations which utilize open-ended questions and active listening to ensure that the student's concerns, problems or issues are fully heard and understood. Coaches not only have the opportunity to make a positive impact on other students, but to also develop professional skills and gain leadership experience.

## Organizational Relationship

The APAC team is comprised of 20 upper year Arts students who are interested in supporting, enhancing, and developing the academic experiences of their peers and building a sense of community within the Faculty of Arts. APAC is a student-driven team that works directly with the Student Engagement Officer (Arts), and in close collaboration with the Arts Academic Advising office. The APAC team will attend regular meetings for continued training, to share experiences and to support one another.

## Primary Functions

Provide insightful and compassionate support to Arts students by participating in the one-on-one coaching of students who have been connected with the coaches; through referrals from Arts Academic Advising, via the Aspire Academic Mentorship Program or during drop-in coaching hours in the Meekison Arts Student Space.

Coaches will utilize self-regulated learning principles as the basis for their coaching discussions. Self-regulated learning involves the coach and participant co-constructing strategies resulting from a detailed task analysis. Discussions aim to promote positive self-perceptions of competence, and consider the environmental and emotional state of the student, any motivational challenges or unmet basic needs which might be impacting the student's ability to complete the task.

Coaching will cover the following topics;

- Developing study skills
- Building time management plans
- Talking through academic tasks
- Offering advice for getting involved on campus

Role model outstanding student leadership on campus

- Providing a warm, welcoming and safe environment for any student to discuss their academic and overall UBC experience
- Referring students to a variety of different services/resources across campus and in the community as required
- Embracing the role as an ambassador for student leadership and representative of the APAC program



- Draw on your own student experience to provide compassionate and relevant coaching conversations
- Conducting yourself in a way that is consistent with APAC's values in coaching sessions
- Actively looking for major needs of the Arts student population and brainstorm ways to address them

#### Engage in personal and professional skill development

- Developing high-level competencies in areas including; self-regulated learning strategies, communication, task analysis, problem solving, adaptability, initiative and motivation.
- Actively participating in experiences that are integrated into the training and leadership development curriculum for APAC
- Actively engaging in opportunities that are considered to be a part of the curriculum of leadership development for UBC Peer Programs, including key training sessions described below.

## Time commitments

### Important Dates

You must be available for:

- Team Welcome (Tuesday March 17<sup>th</sup>, 2020, 5:00pm-6:30pm)
- Spring Welcome (Saturday March 28<sup>th</sup>, 2020, 9:00am-12:00pm) – a chance to meet the team, ask questions and attend community building education workshops
- Launch and Learn (Sunday September 6<sup>th</sup>, 2020, 9:00am-4:00pm) – training designed to further develop your leadership and coaching-specific skills
- Imagine Day (Tuesday, September 8<sup>th</sup>, 2020, 10:00am-5:00pm) – to assist in marketing APAC and our services to incoming new-to-UBC students
- APAC Team Training Day (Saturday Sept 12<sup>th</sup>, 2020 – 9:30am-4:30pm)

### Regular Meetings

Tuesdays from 5:00PM – 6:30PM (September – end of November, January – end of March).

*\*Note: these meetings are mandatory and if you are a successful applicant, you will be required to clear your schedule of classes and other commitments during this time.*

### Weekly Commitment

Successful candidates will be expected to prioritize their involvement in the APAC team and must commit to a minimum of 3.5 hours per week (which include the meeting time mentioned above). Some weeks you may volunteer between 3.5-5 hours depending on the needs of the team. You will not be expected to participate during final exam season.

Your responsibilities include (but are not limited to):

- Participating in at least two x 1 hour coaching shifts per week
- Attend regular meetings on Tuesday evenings throughout the term
- Other hours as required based on team needs



## Desired skills and experience

- A current standing of 65% or greater in your most recent 30 credits. (Students who have experienced academic struggle prior to the past year are encouraged to apply)
- Demonstrated openness to learn about yourself and others, while developing as a young professional and compassionate student leader
- Openness to reflecting on your own successes and challenges with the ability to apply these to future experiences and potentially to inspire and motivate others
- Excellent communication skills, demonstrated leadership and interpersonal skills
- Demonstrated ability to take initiative, identify needs, work independently and within a team to generate creative solutions (thus utilizing self-regulated learning principles on your own participation in the role)
- Ability to meet all responsibilities, attend and engage in all mandatory training dates, and fulfill all other expectations outlined above

## Benefits of participating in this role

### Involvement in the University community

- Increased opportunities for partnerships with programs and peers across campus and a chance to learn from individuals with varied expertise
- Close interaction and collaboration with Arts Academic Advising, Centre for Student Involvement and Careers, and students from multiple peer programs across campus

### Develop a specific set of professional competencies

- Skills in communication, team-building, problem solving, personal and professional growth and diversity
- Skills in chairing meetings and taking minutes, facilitation and program development
- Skills in leadership, developed within the contexts of the APAC team and Arts student body

### Learning opportunities to further your personal and professional development

- Receive training on how to effectively use the UBC Peer Programs Coach Approach in your 1-on-1 coaching interactions with students. This includes understanding how to apply the 80/20 Conversation model (Gallup Inc., 2012)
- Develop a reflective approach to your own coaching practice to identify strengths and determine areas of improvement
- Receive training in self-regulated learning strategies, and apply these principles to your conversations with peers

## Contact for enquiries

For more information on the APAC program, visit our website:

<https://students.arts.ubc.ca/involvement/arts-peer-academic-coaches/>

Please direct any questions to:

[sdarts.coop@ubc.ca](mailto:sdarts.coop@ubc.ca)