



Science Peer Academic Coaches (SPAC) position description

Role overview

The Science Peer Academic Coaches (SPAC) are a group of dedicated Science students who provide individualized support in the form of a one-on-one, strengths-based conversation with a fellow student. This includes utilizing open-ended questions and active listening to ensure that the student's concerns, problems, or issues are heard and fully understood. The coach will then work to create a plan of action with the student that addresses the unique needs that are identified during the course of the coaching conversation. This may also involve making referrals to a variety of campus resources, both in-person and digital, in order to ensure the student is receiving the best support. Following the conversation, the coach will continue to check in and follow up if needed.

Organizational Relationship

The Science Peer Academic Coaches team is a group of Science 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 Science. SPAC is a student-driven team that works directly with the Student Engagement Coordinator in the Faculty of Science, Dean's Office.

Primary Functions

Provide excellent service to Science Students

- Participating in the one-on-one coaching of students who have been connected with you through online registration, advising pairings, as well as drop-in coaching hours in Irving K. Barber coaching space each week.
 - This involves providing support for topics such as time management, exam preparation and taking, motivation, and study strategies.
 - This may also involve referring students to a variety of different services/resources across campus and in the community
- Creating and conducting educational workshops to generate higher levels of academic success and address the needs of the student population
- Provide a warm, welcoming, and safe environment for any student from any faculty to discuss their academic and overall UBC experience.
- Contribute to a collaborative and supportive culture among all coaches hosting drop-in hours at Irving K. Barber.
- Actively look for the needs of the Science student population and brainstorm ways to address them
- Help develop a suite of digital resources to increase accessibility of our academic services and support to the greater Science student population



Engage in personal and professional skill development

- Developing competencies in areas including communication, teamwork, social and community organization, analysis and problem solving, initiative and motivation, willingness to learn and adaptability.
- Actively participating in experiences that are integrated into the training and leadership development curriculum for Science Peer Academic Coaches.
- 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 in April, September, and January.

Role model outstanding student leadership on campus.

- Embracing the role as an ambassador for student leadership and representative of the Science Peer Academic Coaches program.
- Conducting yourself in a way that is consistent with the Science Peer Academic Coaches' values in workshops and coaching sessions
- Understanding the role that a Science Peer Academic Coach plays and actively participates with the Peer Programs Network within a larger scope of leadership on the UBC Vancouver campus.

Time commitments

Important Dates

You must be available for:

- SPAC's Intake Meeting (Tuesday, March 17th, 2020, 5:30 – 7:00PM) – a chance to meet the current SPAC team, ask questions, and build community with your peers
- Spring Welcome (Saturday March 28th, 2020, all day) – an introductory training and meet and greet with student leaders from other Peer Programs
- Launch and Learn (Sunday September 6th, 2020, all day) – an intermediate training session to further develop your leadership and coaching-specific skills
- Imagine Day (Tuesday, September 8th, 2020, all day) – to assist in marketing SPAC and our services to incoming new-to-UBC students
- SPAC/SCI Team Coordinated Training Retreat (Friday September 11th – Saturday Sept 12th, 2020 – we will be leaving campus at 4:30PM on Friday and returning at 9PM on Saturday) – more in-depth and specific training to further prepare you for your role
 - Note: this training will be off-campus and requires you to stay overnight

Regular Meetings

Tuesdays from 5:30PM – 7:00PM (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 on the SPAC team and must commit to a minimum of 5 hours per week (including the meeting mentioned above). Some weeks you may volunteer much more than 5 hours depending on your committees and events schedule. You will not be expected to volunteer during final exam season.



Your responsibilities include (but are not limited to):

- Helping facilitate study skills workshops and coaching initiatives throughout the year
- Participating in at least two, 1 hour drop-in coaching shifts per week at our space in Irving K. Barber
- Other hours as required based on committee needs.

Desired skills and experience

- A strong academic background in the Faculty of Science (GPA greater than 70% in your most recent year).
- Demonstrate an openness to learn about yourself and others, while developing as a young professional.
- Be open to reflecting on your own experiences and be able to apply it to future experiences.
- Excellent communication skills, demonstrated leadership and interpersonal skills.
- Demonstrated ability to take initiative, identify needs, and work independently and within a team to generate creative solutions
- Be able to meet all responsibilities, attend and engage in all mandatory training dates, and fulfill all expectations outlined above.

Benefits of participating in this role

Involvement in the University community

- Team members are part of a larger community in the Faculty of Science, as well as campus-wide, collaborating with SCI Team, SUS, Academic advisors, Career Services, Alumni, and other Peer Programs.
- Being a part of the Peer Programs network means that there will be increased opportunities for partnerships with programs and peers across campus and a chance to learn from individuals with various areas of expertise.

Develop a specific set of professional competencies

- Enhance leadership skills in the areas of communication, team-building, personal and professional growth, diversity/awareness, and networking.
- Members gain valuable leadership and teamwork skills in organizing and carrying out conferences and workshops and events.
- Gain tangible skills in chairing meetings and taking minutes, creating and running committees, facilitation, presentation, event planning, and program development.

Learning opportunities to further your personal and professional development

- Through being a part of SPAC, you will be trained on how to effectively utilize accepted coaching practices to use in your 1-on-1 coaching interactions with students. This includes:
 - Understanding how to apply active listening skills, open-ended phrasing, powerful questions, results-based coaching framework, and the principles of S.M.A.R.T. goal setting
 - Developing a reflective approach to your own coaching practice to identify strengths and determine areas of improvement

Contact information for questions

Please direct any questions to Hansel Wu at wuh@science.ubc.ca.

If you want to learn more about the program, please visit our website: spac.science.ubc.ca.