



# Arts Peer Academic Coach (APAC) Position Description

Due to the ongoing impacts of the COVID-19 pandemic, the details of this role may change during the planning process for the 2022/2023 academic year. There may be in-person and/or virtual components in 2022W Term 1 and 2, depending on provincial safety measures and the university's approach to learning throughout the academic year. If you have questions about what this might look like, including your individual circumstances for the 2022/2023 academic year, please contact Paul Lee (Student Engagement Officer, Arts and APAC Program Advisor) at [swpaul.lee@ubc.ca](mailto:swpaul.lee@ubc.ca).

## Role overview

The [APAC team](#) is a group of enthusiastic, compassionate, committed, upper-year 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 that 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 also to develop professional skills and gain leadership experience.

## Organizational Relationship

The APAC team is comprised of 16 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. Coaches will attend regular biweekly team 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 Mentorship Program, via bookable appointments, or during drop-in coaching hours in the Arts Student Centre (in-person) or Zoom (virtual).

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 considering the environment 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 how to approach academic tasks such as writing a paper



- 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 academics 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
- Drawing 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 skills 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 a year-long project/initiative with other APAC coaches, such as "Promotions", "Team Building and Recognition", or "Outreach"
- 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:

- Asynchronous training that will take place during the summer and its associated synchronous debrief meetings (to be scheduled with the team)
- *(Optional)* Imagine Day (Tuesday, September 6, 2022, all day) – to assist in marketing APAC and our services to incoming new-to-UBC students
- Biweekly Tuesday team meetings beginning Tuesday, September 16, 2022, from 5-6:30 PM PST

### Regular Meetings

Biweekly on Tuesdays from 5:00 PM – 6:30 PM (September – April, excluding the exam period and winter break).

***\*Note: these meetings are mandatory, and if you are a successful applicant, you will be required to clear your schedule of classes, work, and other commitments during this time. Please do not apply if you are unavailable 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 ~4 hours per week (which includes the meeting time mentioned above). Some weeks you may volunteer between 3-5 hours depending on the needs of the team. You will not be expected to participate during the final exam season.

Your responsibilities include (but are not limited to):

- Participating in two x 1-hour drop-in hour coaching shifts per week
- Attending regular biweekly meetings on Tuesday evenings throughout the term
- Participating in a year-long project/initiative with other APAC coaches
- 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 initiatives, 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 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://www.arts.ubc.ca/student-support/academic-support/peer-academic-support/#artsPeerAcademicCoaches>

For more information on the application process, visit this website:

<https://students.ubc.ca/campus-life/involved/peer-programs/arts-peer-academic-coaches-apac>

Please direct any questions to:

**Paul Lee**

Student Engagement Officer (Arts)

[swpaul.lee@ubc.ca](mailto:swpaul.lee@ubc.ca)