Academic Success Coach position description

Role overview

Academic Success Coaches (ASC) are a coaching program, which provides individualized support through a one-on-one conversation and action plan development with a fellow Sauder student. Over the course of the appointment, a coach ensures their student coachee is able to explore areas of strength and concern, plan next steps, and learn about campus resources. At the core of the program, the Academic Success Coaches believe in supporting students to succeed in the UBC Sauder School of Business.

Organizational Relationship

Academic Success Coaches report directly to the Manager, Canaccord Learning Commons. The Canaccord Learning Commons (CLC) and UBC Sauder School of Business are dedicated to creating an enriching and successful student experience at UBC. The Canaccord Learning Commons works to foster a strong academic environment through:
• Academic support services
• Programs that develop and enhance the learning experience
• Resources that complement the many elements of the student learning experience

Primary Functions

Provide excellent service to students at the Canaccord Learning Commons by:
• Hosting drop-in coaching each week. Students will coach approximately 3 hours a week on a fixed schedule.
• Participating in CLC and Sauder outreach activities several times a term.
• Providing a warm, welcoming, and safe environment for any Sauder student to discuss their academic and UBC experience
• Using the UBC Peer Programs Coach Approach, by following the 80/20 Conversation Model that allows 80% of the time the coach is actively listening to the coachee
• Providing coaching on topics such as: time management, exam preparation, study strategies, improving academic confidence, and navigating involvement opportunities
• Referring students to a variety of services and resources both within the UBC Sauder School of Business and across campus
• Role modelling outstanding student leadership on campus by embracing the role as an ambassador for student leadership and representative of the Academic Success Coaches program
• Contributing to a collaborative and supportive culture among all student staff, coaches, and professional staff at the Canaccord Learning Commons
- Actively learning more about and participating as a member of the larger community of leadership across the UBC Vancouver campus.

Engage in personal and professional skill development by:

- Developing competencies in areas including communication, teamwork, social change, problem solving, initiative and motivation, personal reflection and growth, and adaptability
- Actively participating in meetings and sessions that encompass the leadership development curriculum for Academic Success Coaches.
- Actively engaging in training opportunities that are considered to be a part of the curriculum of leadership development for UBC Peer Programs, (including training sessions in April, August, and January,) as well as social and professional development opportunities throughout the year
- Using a holistic, reflective approach to your own coaching practice

Time commitments

Important Dates

Be available, without commitments to classes or other activities, during assigned Peer Programs training on March 24th (Spring Welcome) and on the Labour Day weekend, September 2nd (Launch and Learn).

Note: Training is a mandatory component of the role. Students will be unable to participate in the program without having attended training.

Regular Meetings

Be available, without commitments to classes or other activities, to the ongoing ASC team meetings throughout the year, to be held on Tuesdays from 5:00pm to 6:00pm (beginning September 11th).

Times for Professional Development Sessions may vary.

Note: Being unable to attend meetings on a regular basis will result in students being asked to leave the program.

Weekly Commitment

Commit to 3 to 5 hours per week to be spent on shift in the Canaccord Learning Commons, attending meetings, participating in outreach activities, or working on special projects.

Desired skills and experience

- A minimum of one academic year in the Sauder School of Business and a current Sauder student
- Demonstrated academic success
- An enduring commitment to the learning, personal growth, and development of others
- Excellent communication skills, demonstrated leadership and interpersonal skills
- Ability to take initiative and work independently.
- Desire to learn and develop through your involvement in Peer Programs & ASC
- Past volunteer experiences are considered an asset.
- Past experience working with students considered an asset.
Benefits of participating in this role

- Improving communication and one on one coaching skills
- A chance to participate in a personal and professional development experience guided by a UBC staff member including specialized training and support
- The opportunity to work as part of a team to improve the Sauder community
- Membership in the campus wide Peer Programs network

Contact information for questions

Canaccord Learning Commons
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