



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 conversations with fellow students. This includes utilizing open-ended questions, active listening, and paraphrasing to ensure that the student's concerns, problems, or issues are heard and fully understood. The coach will then work with the student to create a plan of action that addresses the unique needs identified during the coaching conversation. This may also involve making referrals to a variety of campus resources 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.

We expect that incoming Science Peer Academic Coach members will prioritize this commitment and appropriately reduce other co-curricular involvement and volunteerism to facilitate the time necessary to contribute to and gain experience from this opportunity.

Organizational Relationship

The Science Peer Academic Coaches are 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 Advisor in the Faculty of Science, Dean's Office.

Primary Functions

Provide excellent service to Science students through:

- 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
 - 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
- Supporting in the delivery of educational workshops to generate higher levels of academic success and address the needs of the student population
- Providing a warm, welcoming, and safe environment for students to discuss their academic and overall UBC experience
- Contributing to a collaborative and supportive culture among all coaches hosting drop-in hours
- Actively looking for the needs of the Science student population and brainstorm ways to address them
- Helping 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 through:

- 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
- Meeting individually at the end of each term with the Science Peer Academic Coaches Advisor to check-in on goals and to collaboratively review performance

Role model outstanding student leadership through:

- 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 Welcome	Wednesday, April 3, 5:30 to 7 pm.	A chance to meet SPAC, ask questions, and build community with your peers
Peer Programs Welcome	Thursday, April 11, 11- 1 pm.	A formal welcome with the Peer Programs network. Lunch will be provided. If you have a class conflict, please let Mario know as soon as possible
Summer Community Building Education	Asynchronous session scheduled between July and August.	Virtual training, ~3-5 hours of asynchronous sessions scheduled between July and August. Details to be confirmed in July
SPAC Full-Day Training Session	Sunday, September 1, 2024 (exact timing TBD)	SPAC Coaches full day training
SPAC Marketing	Tuesday, September 3, Imagine UBC (full day)	Assist in marketing SPAC and our services to incoming new-to-UBC students. Please note, you're still eligible to be an Orientation Leader; we can discuss how these two roles impact each other later in the summer.
Science Peer Academic Coach and SCI Team training retreat	Friday, September 6 to Saturday, September 7, 2024 (exact timing TBD)	In-person, off campus, two-day event. Science Peer Academic Coaches and SCI Team in-person training retreat.
Study Hall Program	Various Tuesday evenings from 4-7 pm.	Support the weekly Study Hall program in Term 1.
Academic Success Program	Various Saturday mornings	Support with Academic Success programming.



Regular Meetings

Please note: These meetings are mandatory, and if you are selected, it will be necessary to adjust your schedule by clearing other commitments and classes during this time. Inability to attend these meetings may result in dismissal from the role.

General Team Meetings	Wednesdays from 5:30 to 7 pm throughout the academic year, running from September - early December; January - early April.
Recurring Committee Meetings	Regularly scheduled and organized by the committee chairs.

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.
- Facilitating appointment-based coaching conversations that may take place outside of drop-in coaching shifts
- Other hours as required based on committee needs.

Note for students who have specialized or who are interested in a pharmacology specialization and/or who are interested in pursuing co-op:

- Due to significant disruptions from the mandatory lab course, PCTH 302, also scheduled on Wednesdays, SPAC cannot consider applicants who are specializing in pharmacology.
- Due to the time commitment that is required from participants, SPAC cannot consider applications who intend to participate in the co-op program in both Term 1 and Term 2 of 2024W.

Desired skills and experience

- A strong academic background in the Faculty of Science (GPA greater than 70% in your most recent year).
- 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
- 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.
- 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 including:

- Leadership skills in the areas of adaptability, communication, team-building, personal and professional growth, diversity/awareness, and networking.
- Valuable leadership and teamwork skills in organizing and carrying out workshops and events.
- Tangible skills in group facilitation, event planning, program development, chairing meetings, and taking minutes

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, paraphrasing, 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 Mario Acosta, Student Engagement Coordinator, at mario.acosta@ubc.ca.
Learn more at spac.ubc.ca