



PRIME STEM Project Academic Coach Application 2016-2017

This position provides support to the Student Development and Enrollment Services TRiO Center through work with students in groups and one-on-one to help them develop effective learning strategies and to become self-regulated learners that achieve academic success. The PRIME STEM program is housed in the [SDES TRiO Center](#) and serves 120 STEM majors (including Health Sciences).

Job Responsibilities:

- Provide students with skills and strategies they may need to become self-regulated learners.
- Help students understand and use effective learning strategies.
- Help students identify and overcome obstacles that may be impeding academic success.
- Help students focus on individual goals and identify steps to reaching those goals.
- Work with students to develop strong time-management and organization.
- Motivate students to take ownership of their own academic success.
- Monitor student progress.
- Refer students to other services on campus such as academic advising, personal or career counseling, tutoring, or other services.
- Documenting coaching sessions
- Developing online or in-person workshops on any of the topics or skills mentioned above
- Perform other duties as assigned

Job Required Skills:

- Experience in creating reports and PowerPoint presentations
- Must demonstrate ability to take the initiative as necessary
- Strong written and verbal communication skills
- Comfortable speaking in front of groups/leading workshops
- Editing and proofreading experience desired

General Information:

- OPS Position; Salary: \$10.63/hr.
- 20 hours to be scheduled Monday-Friday, 8:00 AM-5:00 PM

To Apply:

- Complete the application below and return to the SDES TRiO Center- HPH 208
- Schedule an interview with Amy Bickel, Assistant Director, PRIME STEM (Amy.Bickel@ucf.edu)



PRIME STEM Project
Academic Coach Application 2016-2017

Please complete the following application and return to Howard Phillips Hall 208 along with a copy of your current resume and Fall 2016 class schedule to schedule an interview.

Applicant Information

Name _____ UCFID _____

Address _____

Phone Number (Home) _____ (Cell) _____

E-mail Address _____

Current Degree Program _____ Term Degree Began _____

What was your undergraduate degree in? _____

Were you a UCF Undergraduate Student? ____ yes ____ no

Are you a First generation college student (neither parent has a Bachelor's degree)?
____ yes ____ no

Were you a TRiO participant (e.g. Upward Bound, Talent Search, SSS, McNair)?
____ yes ____ no

What is your anticipated date of graduation (semester/year)? _____

Are you currently working on campus? ____ yes ____ no

If yes, which department? _____ Hours/week _____

Would you be available to attend training on August 18th and/or 19th? ____ yes ____ no

Are you currently mentoring for any other program on or off-campus? ____ yes ____ no
If yes, which program? _____ Hours/week _____



Application Questions

Please provide a 2-3 sentence answer the questions below.

What are your career goals?

What other commitments do you have for 2016-2017?

Why do you want to be an academic coach?

Please describe any experience you have working with students in an instructive, tutoring, or mentoring capacity.

I certify that the information provided is accurate to the best of my knowledge.

Signature _____ Date _____

Office Use Only

Date Received:	
___	Resume
___	Class schedule(s)
___	Completed Application (2 pages)



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