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Student Employment	Student Job Description				REVISED 02/19 (e)
SUBJECT		RANK	GROUP VI	CBC	PHYSICAL
<i>STUDENT PEER COACH, STUDENT SUCCESS/ Co-Op Aide</i>					

** position specific for
ACE and AAAN (JJ)*

DEFINITION

We believe the right person, at the right time, can change a life. Success peer coaches help other students adjust to college life, realize true potential, and assist in accomplishing dreams. A Peer Coach in this Student Leadership position empowers students to thrive both inside and outside of the classroom.

If you're a high-energy student, highly organized and looking to help fellow UIC students find success, we want you to be part of our team! Initiated in spring 2018, the Peer Coaching program operates out of a strengths-based framework to provide holistic support for students who are in their first-year of college (from high school or community college). We are building a culture of care and our goal is to have our student's feel that they are Very Important People (VIPs). We're looking for students who have found success in their own academic pursuits, who are committed to their own success, and want to share that passion to help others meet their own academic, life, and career potential.

Success peer coaches are a new position on campus. Students in this role will work with students on transitioning to the university, answering questions about college life and providing success tips on academics, student involvement, cultivating belonging on campus, and more.

Each peer coach will be recruited based on their major and/or college affiliation and will coach first-year students who are in the same college, major, and/or field of study. Peer coaches will be responsible for targeted outreach to first-year students and offer time and spaces that are convenient to the student, which will include evening hours and weekends, in-person, over the phone, or via web conferencing. With emphasis placed on underrepresented populations (e.g., low-income, first-generation college, and ethnic minorities, and women in STEM), peer coaches will provide general academic, personal, financial, and career support across disciplines and colleges/schools.

Peer coaches will work up to 15 hours per week, with students in one-on-one interactions and in small group settings to offer academic support, skill development and adjustment to the ever-changing demands of college life. These peer coaches will be housed across campus in different student support programs and resource centers, such as the Library, Student Centers East and West (SCE & SCW), Recreation Center, Commuter Student Resource Center, African American Academic Network, and more.

Through peer coaching, new students transitioning from high school, community college, and from home countries, can develop a one-on-one relationship with an experienced UIC student who can help the student achieve their unique meaningful, personal and professional goals.

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JOB DUTIES

- Conduct outreach including special campaigns to a case load of students via phone, email or in person.
- Provide one-on-one peer coaching sessions to students via in person, phone or skype. Serve as a resource and proactively communicate with individual students to help retain UIC students.
- Provide guidance and information regarding engagement within and connections to the university.
- Document interactions and outreach with students.
- Attend trainings prior to the semester and attend regularly scheduled, weekly meetings.
- Provide reports to supervisors.
- Maintain ongoing communication with supervisors and collaborators regarding student retention issues, academic success and involvement.
- Model the effective use of essential learning strategies, time management, and organizational tools for each student.

BASIC QUALIFICATIONS

- Significant prior experience or involvement in a leadership role at UIC and/or in the community.
- Demonstrated experience working with diverse groups.
- Demonstrated knowledge of student retention and success practices.
- Possess extensive knowledge of and ability to proactively navigate UIC resources/departments.
- Demonstrated effective verbal and written communication skills.
- Strong customer service, problem-solving, and relation management skills.
- Must be able to attend in-person training sessions. Training session dates will be given in advance.
- Must be at least a second-year student in good academic standing.
- Minimum G.P.A. requirement of 3.0

Reports to: Coordinator, Student Success

Position Type: On-Campus: Work-Study not required but may be used

Wage: \$12 per hour

Work Schedule: 15 hours per week, flexible and work around your course schedule, mostly afternoon, evening and/or weekend hours

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DEPARTMENT OVERVIEW

Student Success, Learning Support and Inclusive Excellence is an area within Student Affairs, which includes the departments of ACE, African American Academic Network (AAAN), Native American Support Program (NASP), TRIO Programs, and the Testing Office, and the administration/AVCs office. ACE plays a leadership role in creating and providing programs and services that foster access, student success, persistence, and career skills through programs and services for all students to develop personal, academic, and professional skills needed for a successful transition into diverse and global communities.

To Apply

Please submit the following documents, in addition to your completed application:

- Completed Online Application Form: <https://forms.uofi.uic.edu/sec/4358795>
- Unofficial transcript(s)
- One-page resume
- Cover letter
- Letter of recommendation from former/current supervisor or faculty.
 - Recommenders can provide email submissions to: aceinfo@uic.edu

Paper application materials may be submitted:

Academic Center for Excellence
University of Illinois at Chicago
1200 W. Harrison St. 2900 SSB

Questions? Contact aceinfo@uic.edu