

Position: Graduate Intern

Position Title: Academic Coach

Stipend: unpaid

Dates: TBD

Hourly Requirement: 10-20 hours per week (negotiable)

Overview: The Office of Academic Advising (OAA) is engaged in innovative approaches to academic support in collaboration with departments in both Academic Affairs and Student Affairs. The OAA Academic Coach Graduate Internship prepares students for a wide range of career opportunities in higher education. Graduate Interns apply student development theory, learning theory, and effective coaching techniques in progressively more responsible work experiences.

Responsibilities include, but are not limited to:

- provide direct academic support services to students through:
 - one-on-one academic coaching
 - facilitation of other academic intervention programs for students on academic probation.
- manage a caseload of students each semester, including:
 - scheduling individual appointments
 - assessing student progress and completion of academic interventions
- lead classroom presentations and interactive study skills/strategies workshops
- maintain records of student participation for program assessment, future planning, and OAA annual report.
- co-instruct First Year Experience course with OAA staff (Fall term only). FYE is one hour developmental transition course for first semester students at Meredith College.

Additional responsibilities: Graduate interns may take on additional responsibilities, which include but are not limited to:

- represent OAA on campus wide committees or events
- update information on the OAA website and social media (Facebook, Twitter, etc)
- assist with the development and implementation of improvements to all services and programs
- engage in additional OAA initiatives or self-motivated projects

Required skills: Strong written and verbal communication skills, excellent organization skills, solid academic background, the ability to work autonomously and to seek guidance when necessary, a strong commitment to student development in higher education, and enthusiasm about growing as a professional.

Internship supervisor: Director of the Office of Academic Advising: Alex M. Davis Email: amdavis@meredith.edu Phone: (919) 760-8809

Graduate Intern: _____ **Date:** _____

Signature: _____