

## Project Success Academic Skills Coach | Project Success Program

### The Learning Center, Division of Student Life

In alignment with [the mission of The Learning Center](#) (LC) and in collaboration with the Center for Academic Student Achievement (CASA) and Student Disability Services (SDS), the LC matches graduate students with other USF students who need additional and continued academic support. Project Success (PS) Coaches meet individually with students on a weekly basis and are provided with extensive training and resources. Through Motivational Interviewing (MI) methods, PS Coaches partner with students to support the development of study skills and habits that can contribute to positive academic behaviors.

### Primary Responsibilities

1. Meet the **professional standards** of the program while working one-on-one with assigned student(s) on a regular basis to:
  - a. Assist with general study skills development
  - b. Promote process-based learning methods that cultivate effective learning practices for all courses
  - c. Track progress on activities/projects and keep participants on task
2. **Partner with students** in support of individualized student success and student-centered learning
  - a. Assist participants in their endeavors towards self-confidence and higher academic motivation, achievement, and/or performance
  - b. Assist participants in designing a personal plan for academic success at USF
  - c. Spend up to one hour creatively and strategically planning for each PS meeting, sometimes designing or developing handouts/worksheets relevant to participants
3. Utilize effective **interpersonal communication** tools and strategies
  - a. Complete the PS Appointment Policies document and Student/Coach Contract in the first meeting with each participant
  - b. Submit regular progress reports and meeting notes regarding student development
  - c. Exhibit confidence when speaking about program-specific information and/or general information about the support provided by the Learning, Writing, and Speaking Centers (LWSC)
4. **Serve as a resource** to all participants
  - a. Provide linkage to Learning Center, Writing Center, and Speaking Center services as well as other services available on campus and/or promoted by the University
  - b. Create an environment that is conducive to learning by serving as an academic role model and accountability partner for participants
  - c. Guide students toward the integration of “how to learn” and “what to learn”
5. Demonstrate **problem-solving** abilities, promoting strategic and/or critical thinking from participants
  - a. Utilize the skills of open-ended questioning, affirmation, reflective listening, and summarization encourage and/or guide students during PS meetings

- b. Promptly notify PS Staff about issues encountered or potential problems that need to be addressed

### **Requirements & Additional Expectations**

1. Be enrolled as a full-time graduate student at USF
2. Complete all necessary personnel paperwork, and accurately submit all hours worked via USFWorks and the PS Student Interaction Report, by the submission deadlines provided
3. Engage in a continuous training process, including a monthly 1:1 meeting with the supervisor and a monthly program-wide staff meeting
4. Provide and receive feedback by way of training evaluations, meeting observations, and mid-semester/end-of-semester evaluation forms and academic plans
5. Demonstrate a commitment to teamwork/collaboration in addition to having the ability to work independently and to manage time effectively (balancing employment and academic demands)
6. Maintain confidentiality about matters such as class standards, student progress throughout a course, and/or student complaints
7. Model appropriate professional attitudes and behaviors, while actively working to increase personal cultural responsiveness/awareness.

*USF is a private Catholic and Jesuit Institution and particularly welcomes candidates who desire to work in such an environment. Jesuit tradition defines USF's approach to learning and our commitment to welcoming all students (<https://www.usfca.edu/about-usf/who-we-are/vision-mission>).*

### **Preferred Qualifications**

- Knowledge of Motivational Interviewing (MI) methods (used as a framework; training provided)
- Strong organization strategies
- Proficiency with a variety of technology systems and tools
- Relevant experience to position responsibilities (prior experience in academic support, tutoring, mentoring, etc.)
- Ability to articulate an interest in student development and peer mentoring in the Higher Education milieu

### **Time Commitment and Compensation**

PS Coaches are hired on a one-semester basis, with the option to return in subsequent semesters based on program needs, availability, and satisfactory performance. PS Coaches work in Gleeson Library on the USF Hilltop Campus for a maximum of 10 hours/week at an hourly wage of \$20/hour. *Please note all compensation is taxable.*

### **Supervisor**

Learning Center Assistant Director

### **Application Procedure**

More information can be found at The Learning Center's Employment Opportunities webpage: <https://myusf.usfca.edu/lwsc/lwcjobs>. Please contact [lwsc@usfca.edu](mailto:lwsc@usfca.edu) or 415-422-6713 with questions about this opportunity, including how to apply.

*USF is an Equal Opportunity/Affirmative Action Employer. We particularly encourage minority and women applicants to apply for all positions. The University provides reasonable accommodations to individuals with disabilities upon request.*