

# Act 101 Counselor/Academic Coach

This position is: OPEN

**Job Number:** 492 **Posted:** 7/2/2021 **Revised:** **Location:** St. Davids -- **Posting Type:** Staff

## Position Summary

The Act 101 Counselor/Academic Coach provides mentoring, supportive counseling, academic coaching, and advising to students participating in Act 101 (The Pennsylvania Higher Education Equal Opportunity Program), participates in the academic and holistic support program offered to EQUIP academic bridge program students, and offers academic coaching to the general student population to support student success and persistence.

## Responsibilities

### Position Responsibilities

#### *As Act 101 Counselor:*

1. Acts as a mentor, advisor, and role model to Act 101 students.
2. Meets with Act 101 students on a regular basis to monitor academic progress and personal adjustment, develop plans for success, and provide direct support (e.g., academic coaching).
3. Works with the CCAS Director to identify Act 101-eligible students and engages students in the program.
4. Maintains accurate and timely records of student program participation agreements, contacts and other program activities, ensuring that PHEAA guidelines regarding documentation are followed.
5. Assists academically under-prepared or underperforming in creating and following programs for improvement.
6. During the summer EQUIP pre-college summer academic bridge program, teaches one course (typically College Survival Skills) and assists with other student support and administrative activities.
7. Participates in the recruitment, selection, and training of Peer Counselors for the EQUIP summer academic bridge program. Assists with supervision when requested by the Director.
8. Conducts workshops for Act 101 students and/or collaborates with other University staff to offer workshops and other enrichment activities for Act 101 and EQUIP students.
9. Publicizes Act 101 program activities to students in a timely and effective manner.
10. Maintains accurate records of programming expenses.
11. Assists with other aspects of Act 101 program administration as identified by the Director of the Cushing Center for Counseling and Academic Support (CCAS).
12. Other duties as assigned

*As Academic Coach:*

1. Provides academic coaching to students who are self-referred or referred by faculty or staff for assistance with study skills, time/self-management, test-taking, reading strategies, etc.
2. Markets academic coaching and its benefits to students.
3. Develops improvement plans for students on academic probation and monitors students' compliance and progress.
4. Develops and presents workshops focused on study skills, time management, negotiating University systems.
5. Assists students with navigating University systems such as financial aid, registration, and housing processes.
6. Provides outreach to and actively engages students identified to be at risk for leaving the University for academic or other reasons.
7. Maintains case documentation and prepares weekly records of contacts and other summary reports as requested by the Director.
8. Develops and utilizes assessment measures for academic coaching and related services to evaluate program effectiveness, summarizes results, and recommends changes and improvements.
9. Other duties as assigned.

*General:*

1. Attends CCAS staff meetings.
2. Embodies values of caring and compassion, justice and integrity, competence, and affirmation.
3. Seeks to treat each member of the campus community with fairness, dignity and respect, seeking a spirit of unity and harmony as we join together to achieve our common mission.

## **Qualifications**

### Knowledge, Skills and Abilities

Master's degree in student affairs, education, counseling or a related field and a minimum of one year's experience in academic support, counseling, and/or advising in an institution of higher education are strongly preferred. Candidates with a bachelor's degree and significant relevant experience may be considered. Experience working with students from educationally disadvantaged, low income, and urban backgrounds is preferred. Proven written and oral communication skills, excellent interpersonal skills, and organization and attention to detail are essential. Must be available to work some evenings and weekends and the entire duration of the EQUIP summer program (typically 4 weeks in July). Must be able to climb three flights of stairs several times a day.

## About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to support the mission and vision of the university.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

## Background Checks

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

- 1) Affidavit;
- 2) FBI Criminal Record Check;
- 3) Pennsylvania Department of Human Services Child Abuse History Clearance and;
- 4) Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

## Description Disclaimer

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.