

APPLICATION PACKET

2019-2020 PEER ACADEMIC COACH

Applications and reference forms are due by March 1st

OFFICE OF STUDENT SUCCESS

The Office of Student Success (OSS) advises Provisional Baccalaureate (PB) students. PB students fall just below the admission requirements to be accepted into a bachelor's degree program at CMU. The PB program enables these students to still pursue a bachelor's degree while receiving additional advising and academic support.

The OSS has professional Academic Success Coaches and Peer Academic Coaches who assist students with all aspects of their academic experience, including helping them successfully transition to CMU, learn study skills, schedule courses and identify majors and careers they are interested in pursuing. The coaches meet one-on-one with students to connect them with university resources and develop an academic success plan to help them achieve their educational goals.

PB Students will be advised through the OSS until they meet the requirements to transition into a bachelor's degree program. In order to provide provisionally admitted baccalaureate students with additional support and preparation for college-level coursework, they will meet with a Peer Academic Coach at least five times a semester, enroll in Student Success courses and receive additional advising and registration assistance.

PEER ACADEMIC COACH JOB DESCRIPTION

- Mentor Provisional Baccalaureate students throughout the academic year to help them adjust to college life and be successful both in and out of class
- Assist students with study skills and strategies
- Be knowledgeable about resources available to help students succeed
- Help students explore different career and major options
- Know campus academic policies and procedures
- Utilize Colorado Mesa University website and MAVzone to provide information to students
- Assist students in setting and achieving goals
- Perform office work such as answering phones, making appointments, filing, copying, filling out paperwork and data entry
- Assist Academic Success Coaches in teaching student success courses
- Act as a role model to all students being mentored
- Maintain a positive, professional attitude at all times
- Communicate with students in a one-on-one advising environment as well as in a group setting
- Other tasks and projects as assigned
- Successful applicants must be organized, detail-oriented, have good interpersonal skills, have good computer skills and be able to maintain confidentiality of student information
- Assist as needed with office programs such as workshops and community building events

MINIMUM REQUIREMENTS

- Must maintain a minimum cumulative **2.4 GPA**
- Must be in a bachelor's degree program
- Before applying, must have completed at least 2 semesters at CMU and at least 24 credit hours, including being at a college-level in English and math
- Must be committed to working as a Peer Academic Coach for the Fall 2019-Spring 2020 academic year
- Must be able to attend 4 training sessions in April and an all day training Saturday, August 24, 2019
- Work-study is NOT required; pay is \$11.50/hr for April Training and \$12/hr for the 19-20 academic year
- Peer Academic Coaches will be working approximately 9-11 hours a week throughout the academic year

TO APPLY

- Fill out an application and submit it to Erin Ward by email at studentsuccess@coloradomesa.edu, or in person at the Office of Student Success in Albers Hall 106 **by March 1st**.
- Provide a copy of your resume, your spring class schedule and an unofficial transcript from the Registrar's Office with your application.
- Give the reference form to a CMU professor or staff member and ask them to turn the form in to Erin Ward by email at studentsuccess@coloradomesa.edu or at the Office of Student Success in Albers Hall 106. The form is available to fill out online at www.coloradomesa.edu/student-success/coaches.html.
Reference forms are due March 1st
- Selected applicants will be called to schedule individual interviews, which will take place on March 11th and 12th. A required group interview for *selected* applicants is scheduled for **March 12th from 4:30-6:30 p.m.**

PEER ACADEMIC COACH APPLICATION FORM

STUDENT INFORMATION

Name: _____
Last First MI

Address: _____
Street City State Zip Code

Cell Phone: _____ Email address: _____

CMU ID #: _____ Major/Minor: _____

Were you previously in the Provisional Baccalaureate program at CMU? Yes No

Are you able to commit to work as a Peer Academic Coach for the full 2019-20 academic year? Yes No

Anticipated Graduation Semester: _____

How did you hear about the Peer Academic Coach position? _____

QUESTIONS

Describe your campus involvement.

Do you have any commitments already for the 2019-2020 academic year, such as another job either on or off campus, a leadership position in a campus club, etc.? How much time will each commitment be per week?

Why do you want to be a Peer Academic Coach?

What experiences, strengths, skills, or qualifications do you possess that would help you be a good Peer Academic Coach?

Give an example of a time you struggled with something or experienced failure (academic, social, etc.) since you have been at CMU. What did you do about it?