

## **Peer Student Success Coach Position Description**

New incoming students need support (coaching) on what they need to do and how they need to think about their education in order to reach their goals. Peer Student Success Coaches will be responsible for the development and implementation of a new model of undergraduate student support at Mason. Coaches will help connect their student coachees with the many resources offered by Mason. Coaches must be passionate about education and energized by helping others. As part of the 2020-2021 team, coaches will collaborate with professional staff from across the University to help create and implement a new student support model to help manage student success efforts at Mason.

### **Peer Student Success Coaches will:**

- Meet with a caseload of up to 20 new undergraduates bi-weekly to provide 1:1 coaching on a variety of topics related to success in college.
- Assist new students in understanding the college environment and with the development of degree and career goals.
- Serve as a resource regarding beneficial campus and community services.
- Identify and connect students to relevant support.
- Determine coachees' needs for continued academic success and provide appropriate referrals.
- Provide direct, comprehensive guidance to assigned students while monitoring their academic progress.
- Provide active coaching related to campus involvement and leadership.
- Participate in enrollment related events by explaining the coaching and Patriot Experience programs to current and potential participants.
- Keep accurate and updated records. Collect and report data regarding services provided to students, student progress, and student satisfaction.
- Work in conjunction with other coaches and their supervisor.
- Suggest improvements to the coaching initiative.

### **Qualifications**

- Have successfully completed two semesters at Mason by May 2020.
- Must be in good standing with the university academically and judicially.
- Complete and pass a background check prior to the start of the position.
- Maintain a minimum GPA of 2.5.
- Demonstrate exceptional organizational and time management skills.
- Experience and familiarity George Mason University.
- Strong interpersonal skills with the demonstrated ability to establish and develop productive relationships.
- Prioritizes and effectively executes multiple initiatives. Meets established deadlines.
- Ability to communicate with various constituencies such as staff, faculty, students, etc.
- Ability to communicate clearly and effectively, both in writing and verbally.
- Ability to analyze problem situations, identify solutions, and present recommendations in a concise, logical and systematic manner-anticipating issues and the consequences of the decisions and actions.
- Ability to work with confidential and sensitive information and records, along with the ability to commit to the highest ethical standards while working successfully with individuals of all backgrounds.
- Technologically competent
- Comfortable with change and ambiguity

### **Training and Staff Meetings**

- Attend weeklong training beginning August 16, 2020.
- Attend in-services and workshops as needed.
- Weekly staff meetings (based on team class schedule).
- Meet bi-weekly for 1:1s with your supervisor.

### **Hours**

- Work up to 15 hours per week. Given the nature of the position, some weeks will require extra hours and some less.
- Vacation/time away may not be permitted during important Mason events
- All time away is at the discretion of the program supervisor.

### **Compensation and Benefits**

- The start date for this position is August 16, 2020. No exceptions will be granted. Employment ends on Friday, May 14, 2021.
- Coaches will be compensated with a stipend of \$4,000 for the academic year. Returning coaches will be compensated with a stipend of \$4,200 for the academic year. The stipend will begin in August 2020, with first paycheck in September 2020.

### **How to apply:**

- Complete online application, available at [studentsuccess.gmu.edu](http://studentsuccess.gmu.edu).
- Applications must be completed and submitted by Friday, March 20, 2020.
- Interviews will take place between March 30 and April 6, 2020.

For questions, contact:

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