

Peer Academic Coach

Peer Academic Coach: 5-15 hours per week as part of a team of peer coaches

5-10 hours per week taking private appointments as requested by peers for input on how to study effectively for UT courses. Coaches typically meet with the same students for the duration of a semester. Common topics include note-taking, preparing for tests, test-taking strategies, goal-setting, time management, and reading efficiency. Training is provided and the program is certified by the College Reading and Learning Association. Starting rate is \$11.00 an hour.

Must demonstrate good customer service skills and maintain confidentiality of all student interactions. Must be available for weekly supervisory team meetings held on either Tuesday or Thursday evenings, for pre-service training the week before classes start, and (if hired for Fall) for August Student Educators' Conference the Monday of the first week of class.

Also may be asked to work about 5 hours per week in the UT Learning Center front office informing students of UTLC services, entering data, and signing students up for appropriate services.* This work is paid at \$8.00 an hour.

*Office exceptions are occasionally made for students also working as a UTLC tutor, UTLC group educator, or FIG mentor.

GENERAL QUALIFICATIONS:

1. You must be available to work at least two consecutive semesters.
2. You must be a currently enrolled UT student with an overall GPA of 3.0 or better.
3. You must have at least two semesters of experience as a UT student before you can start work. (Summer can be counted).

APPLICATION DEADLINE: April 10th, 2009

A COMPLETE APPLICATION CONSISTS OF THE FOLLOWING ITEMS:

1. Application form
2. Written responses to 2 questions at the end of application
3. Copy of UT transcript (free advising transcript available in MAI 1)
4. 2 recommendations

Interviews:

Normal hiring periods are in April and November, but applications are accepted year-round. If positions become available, applicants will be contacted for an interview. Supervisors will review applications and issue invitations to interview (note: not all applicants will be interviewed).

Note: Interviews for Fall 2009 and Spring 2010 will take place on April 21st and 23rd from 5:30-7:00. Are you available on both days? If not, which day are you available?

Tuesday April 21st only _____ Thursday April 23rd only _____ Both _____

Recommendations:

In order to enhance your application, please include two recommendations from individuals who can speak to your qualifications for the desired position. At least one recommendation should be written by

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a faculty member, instructor, or teaching assistant in support of your academic skills and your interpersonal skills. You may use the UTLC recommendation form attached here or your reference may supply his/her own. Recommendation forms may be sent directly to us or you may attach them to your application.

Please return all application materials to:

Sarah Hudson, Graduate Assistant 201 East 21st Street (Jester Center A332) Campus mail: D7300
sarah.hudson@austin.utexas.edu Fax: 512-475-6838

If hired:

You must have the necessary work documents. For US citizens: a driver's license or UT ID plus a signed Social Security Card OR certified birth certificate OR a US passport. For international students: an original passport, PLUS I-20 and I-94 (or other visa documents). If you are an international student who has never worked in the US, upon hire you should request an employment verification letter from the UT Learning Center, then immediately apply for a SSN card. You will not be able to work until the SSN is received; this process may take up to two weeks. For resident Aliens: a resident alien card.

Before applying for the position of peer coach at the UT Learning Center, you should be aware of the following front office issues:

1. Because the Learning Center must staff the front office from 8-5 M-F, team members working in the front office occasionally have to be willing to juggle their course load in order to ensure adequate coverage. (Times of shortage tend to be M-F 10-2pm.)
2. Peer coaches working in the front office are responsible for finding their own shift coverage in times of absence or illness and will be provided with a contact list for their team members.
3. The front office of the UT Learning Center must be open and staffed any day that the University is open, including part of the winter break (roughly until 12/20) and all of Spring Break. Coaches who live in the Austin area often want these hours, but you should be aware that if no one volunteers, you could be called upon by your team to work part of those time frames.
4. Traffic in the front office is highest the first part of the semester and frequently drops in the second half. This means that front office hours typically drop the second half of the semester. All effort will be made to distribute the decrease equally among team members so that individual loads change as little as possible (normally not more than three hours).

Please indicate that you have read and agree to the above conditions. Feel free to indicate any specific concerns (such as known dates of unavailability or inability to change classes due to program requirements or impending graduation).

(Signature)

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Student Employment Application

General Information

Name: _____ UTEID: _____
(Last) (First)

Email Address: _____ Cell Phone: _____

Other Phone: _____ Date of Birth: _____

Austin Address: _____ Zip: _____

Are you eligible for work-study? Yes _____ No _____

Academics

UT College or School: _____ Major(s): _____ Semesters at UT: _____

Classification: Fr Soph Jr Sr Grad U.T. overall GPA: _____

Hours currently enrolled: _____ Hours completed: _____

Will you be enrolled as a UT student this fall? _____ Spring? _____

Anticipated graduation date: _____

Did you transfer to UT-Austin? Yes _____ No _____ From where? _____

If yes, how many hours? _____ Transfer GPA _____ Degree held _____

High School Location/Size _____

High School Graduation Date: _____

Availability

Training normally takes place the Thursday/Friday before classes start. Fall hires are also asked to attend the Student Educators' Conference on campus Monday of the first week of class. Are you available at these times? _____

Are you applying for any other UTLC positions? Y/N Which one(s)? _____

Would you be available to work or train during the summer? _____

Do you expect to be employed in any other position at U.T. next year?

Yes _____ No _____

(Please note: campus work plus hours spent in class cannot total to more than 40 hrs/wk.)

If yes, indicate semesters and hours per week _____

In which professional or social groups/organizations do you expect to be active next year? _____



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Work History

Start with your MOST RECENT job and continue back to your first job. You may list both paid and non-paid jobs, such as internships or volunteer work.

Employer 1	Street Address	City, State, Zip
Department	Reason for Leaving	
Supervisor's Name	Supervisor's Telephone Number	Are you currently employed in this job?
From (Month/Year):	To (Month/Year):	Title:
Monthly Salary Start: \$ End: \$		Job Duties:
Average Number of Hours You Worked Each Week:		
How Many Employees Did You Supervise, if any?		
Employer 2	Street Address	City, State, Zip
Department	Reason for Leaving	
Supervisor's Name	Supervisor's Telephone Number	Are you currently employed in this job?
From (Month/Year):	To (Month/Year):	Title:
Monthly Salary Start: \$ End: \$		Job Duties:
Average Number of Hours You Worked Each Week:		
How Many Employees Did You Supervise, if any?		
Employer 3	Street Address	City, State, Zip

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Department	Reason for Leaving	
Supervisor's Name	Supervisor's Telephone Number	Are you currently employed in this job?
From (Month/Year):	To (Month/Year):	Title:
Monthly Salary Start: \$ End: \$		Job Duties:
Average Number of Hours You Worked Each Week:		
How Many Employees Did You Supervise, if any?		

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or, if hired, termination. I understand that any offer of employment is contingent upon my agreement to abide by the rules and regulations of the Board of Regents of The University of Texas System.

Signature/ Date: _____

Written Responses

On separate paper, write answers to the following questions. Attach to your application.

1. Please describe any formal or informal experience you have with mentoring.
2. What interests you about this position?

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Availability:

Please indicate your class schedule (including location on campus) plus any recurring weekly commitments for next semester. We will assume you are available at any times left blank, so if your schedule is at risk of changing, go ahead and indicate all courses for which you are currently registered *and* all courses for which you hope to register.

WEEKLY SCHEDULE

HOUR	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							



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