

University of Northern Iowa
Academic Learning Center
College Reading & Learning Center
APPLICATION – Academic Coaches

The College Reading & Learning Center hires students who have a high commitment to helping others achieve their academic goals. You should be able to relate to and understand students' needs. College Reading & Learning Center Academic Coaches help students in a variety of settings—courses, workshops, presentations, the Rod Library, seminars, and individual consultations. Our mission is to help students develop self-efficacy with their learning at UNI and effective reading and learning processes. Successful applicants for this position have excellent communicative, academic, and interpersonal skills. They should have and maintain a grade point average of at least 3.0 and be willing to work with students in a variety of settings. For further information, contact: Emily Borcharding, College Reading & Learning Coordinator (273-2361), Emily.Borcharding@uni.edu.

- 1. Keep pages 1 and 2.**

- 2. Complete and return pages 3 and 4 to: Emily Borcharding, College Reading & Learning Coordinator, ITTC 008b, Emily.Borcharding@uni.edu.**

JOB DESCRIPTION

The Academic Coach works a maximum of 10 hours per week in the College Reading and Learning Center or other assigned locations of the Academic Learning Center and performs the following duties:

1. Studying related research and the prepared curricula for planned and scheduled workshops/courses; observing and assisting the teaching of these workshops/courses.

2. Meeting in individual tutorial sessions with students seeking tutoring to assess student skills, goals, and needs; teach appropriate reading and learning strategies; prepare students for the PPST and GRE exams, and report to the College Reading and Learning Coordinator on the progress and sessions of students.

3. Creating and presenting workshops across campus.

4. Assisting in the presentation of workshops offered to University and external audiences, and providing other assigned services for the University community on behalf of the Academic Learning Center.

5. Preparing, arranging and presenting Supportive Seminars, book clubs, or study groups. Preparation for Supportive Seminars includes attending all class sessions, taking notes, and reading all assignments for the course as well as collaborating with the faculty member who has invited the seminar.
6. Attending and contributing to staff meetings and individual meetings with the College Reading and Learning Coordinator for professional development and exchange of ideas within the Academic Learning Center.
7. Tutoring students at off-site locations such as the Rod Library and in scheduled online meetings through technology such as Skype.
8. Preparing an end-of semester report that describes semester work, research and training for the College Reading & Learning Coordinator.
9. Keeping track of all services provided to students and maintaining accurate records of tutoring provided to students.
10. Maintaining confidentiality of students and following department policies and procedures.
11. Keeping abreast of technology trends in education, helping with training of new coaches, and updating and monitoring online pages and discussions, such as ELearning and Facebook.
12. Creating and updating handouts as needed.

University of Northern Iowa
Academic Learning Center
College Reading and Learning Center Academic Coach
APPLICATION FORM

Name _____

E-mail _____ Student Number _____

Local Address _____ Phone _____

Home Address _____ Phone _____

Present Classification: FR _____ SOPH _____ JR _____ SR _____ GRAD _____

Work Study: yes ___ no ___

Academic Major(s) _____

Academic Minor(s) _____

Cumulative GPA _____ Expected Graduation Month/Year _____

Other Institutions Attended _____

Relevant training or experience

1. List at least two faculty or other University personnel who are familiar with your work and are willing to serve as references. Please provide contact information:

2. Why do you want to be an Academic Coach?

3. What special or unique contributions do you feel you could make to the College Reading and Learning Center?

4. List relevant paid or unpaid leadership experiences (*e.g.*, in clubs, interest groups, residence life, employment, teaching, tutoring). List also your other activities and employment.

5. Indicate courses from which you have acquired knowledge, skills, and values that you see as being helpful to you in this program. Please specify and explain.

6. Describe your reading process and learning strategies. Please provide explanations and illustrations.

7. **Please attach a two-page essay describing a powerful literacy experience in your life that has shaped you as a person and learner.**

Your signature below will indicate that your statements are true and that you want to be considered for a College Reading & Learning Coach position.

Date _____ Signature _____

If you submit this application electronically, submission of this form will indicate that your statements are true and that you want to be considered for a College Reading & Learning Coach position.

Please return this application to the UNI Academic Learning Center, 008 Innovative Teaching & Technology Center (ITTC) or to Emily.Borcherding@uni.edu.