

PEER ACADEMIC COACH JOB DESCRIPTION

Introduction

Peer Academic Coaches (PACs) are undergraduate student employees within the Office of Academic Support (OAS) who provide individualized, student-centered academic coaching to their peers. PACs help students develop the skills, strategies, and habits needed to navigate the academic demands of college and become more intentional and confident in their approach to learning. Through one-on-one coaching, academic skill-building, programming, peer connection, and campus resource navigation, PACs support students in identifying their strengths, addressing challenges, building resiliency and self-efficacy, and developing strategies that promote academic success, independence, and connection to the College community.

General Statement of Duties

The Peer Academic Coach is a returning undergraduate student who provides individualized, student-centered peer academic coaching to undergraduate students seeking support with their academic experience and college navigation.

PACs work collaboratively with students to identify their strengths, challenges, and academic goals. They help students develop greater confidence and capacity to navigate academic challenges while building skills that support academic success and independence. Through coaching and peer connection, PACs promote reflection, resiliency, self-advocacy, and decision-making while helping students connect with resources and communities across the College. PACs may draw on appropriate self-disclosure of their own lived academic experiences to foster connection and normalize common challenges. In addition to working directly with students, PACs contribute to the broader work of the Office of Academic Support and serve as positive peer role models who uphold the values and expectations of Bryn Mawr College.

Roles and Responsibilities

Academic Coaching and Student Support:

- Provides individualized peer academic coaching to help undergraduate students develop academic skills, strategies, and habits while encouraging reflection, self-advocacy, problem-solving, and ownership of their academic experience.
- Collaborates with students to identify goals, recognize strengths and challenges, and develop and evaluate strategies that support effective learning, academic self-management, resiliency, and academic self-efficacy.
- Uses appropriate self-disclosure of lived academic experiences to foster connection, normalize common academic challenges, and help students consider strategies and perspectives that may support their goals.
- Helps students navigate academic resources and connect with support networks, programs, and communities across the College, making appropriate referrals when needs fall outside the scope of peer academic coaching.
- Co-facilitates OAS drop-in hours in collaboration with other PACs, providing brief academic coaching, skill-building support, and resource navigation.
- Maintains appropriate professional boundaries and confidentiality while working with students.

Programming and Student Engagement:

- Contributes to the development and facilitation of academic skill-building programs, workshops, and outreach initiatives for undergraduate students, including the Roadmap to Academic Success series and OAS Study Hours.

- Contributes to programming that promotes student connection, resiliency, academic self-efficacy, and engagement with the College community.
- Participates in outreach and engagement activities, such as tabling and other OAS events, to increase awareness of academic support resources, including creating social media content and print materials.
- Collaborates with OAS staff and other PALs to create relevant and accessible opportunities for students to develop academic and college-life skills and connect with supportive communities.
- Serves as one of two teaching assistants for the *Fuel Your Focus: Building Your Academic Learning Toolkit PE Course*, as assigned.

Training, Professional Development, and Assessment:

- Attends and actively participates in required PAC training, meetings, professional development, and assessment activities organized by the Office of Academic Support.
- Applies training and feedback to develop effective coaching practices, build skills for supporting students from a range of academic experiences and circumstances, and maintain appropriate professional boundaries and scope of practice.
- Participates in program reflection and assessment, provides feedback to OAS staff regarding student needs and program effectiveness, and completes required documentation and assessment activities.

Office of Academic Support Team Member:

- Maintains a visible and approachable presence within the Office of Academic Support, participates in OAS activities and initiatives, and maintains regular communication with OAS staff.
- Contributes to the work of the Office of Academic Support through collaborative projects, initiatives, and other responsibilities as assigned.
- Helps foster a welcoming and inclusive academic community by creating opportunities for students to connect with peers, resources, and supportive College communities.
- Serves as a positive peer role model and represents the Office of Academic Support in a manner consistent with College policies, the Honor Code, and OAS expectations.

Length of Appointment

The PAC position is an appointment for one complete academic year. PACs are expected to fulfill the responsibilities of the position throughout the academic year, with workload varying based on student needs, programming, training, and other OAS activities. The position generally requires approximately 2–6 hours per week, although weekly responsibilities may fluctuate, particularly during high-need periods each semester.

Academic Standards

The PAC must be enrolled full-time as an undergraduate student at Bryn Mawr College and remain in good academic standing throughout the appointment.

Preferred Qualifications

Candidates should demonstrate strong interpersonal, organizational, communication, and time-management skills, as well as an interest in supporting fellow students and contributing to the academic community. Preference will be given to candidates who have demonstrated experience navigating significant academic challenges or transitions and returning to a successful academic path. This may include a successful return from a leave of absence and/or resolution of an academic warning or probation status. Candidates with these experiences are especially encouraged to apply and will have an

opportunity to describe their experiences and the ways in which they have developed self-efficacy, self-advocacy, resiliency, and connection to the Bryn Mawr community.

Remuneration

The PAC makes a voluntary commitment to serve the community. The principal benefits of the PAC role are personal growth and the professional experiences that come from working with and helping a diverse and talented group of students. However, PACs are student employees of Bryn Mawr College and are compensated at the applicable hourly student employment rate. Please consult the Bryn Mawr College Student Employment website for current information regarding student employment policies and compensation.

Eligibility for Reappointment

The PAC is eligible to reapply for appointment annually. Eligibility for reappointment does not constitute a commitment by the Office of Academic Support to offer reappointment. Reappointment is based on demonstrated performance, fulfillment of position responsibilities, academic standing, and the needs of the Office of Academic Support.

Termination

The appointment may be terminated at any time by mutual agreement. The Office of Academic Support may also terminate the appointment prior to its normal expiration if the student's enrollment at Bryn Mawr College ceases or if the student fails to satisfactorily meet position responsibilities or commitments, academic or employment standards, or College or Office of Academic Support policies and expectations. Upon termination of employment by the student employee, the College, or by mutual agreement, remuneration will be pro-rated to cover only the period for which the individual was employed.

FOR FURTHER INFORMATION CONTACT:

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