



ANNA MARIA
COLLEGE

Anna Maria College On-Campus Federal Work Study and Student Worker Job Description

50 Sunset Ln.

Paxton, MA 01612

Department/Location:	Academic Affairs, Student Academic Support Services/Trinity East
Supervisor:	Director of the Academic Coaching Center, Nicole Brewer
Supervisor Preferred Contact Information:	NBrewer@annamaria.edu 508-849-3331
Position Title/Classification:	Academic Coaching Assistant
Positions Available:	Up to 3 positions available (1-2 federal work study positions and 1 student worker position)
Hourly Wage:	\$15
Job Description:	The Academic Coaching Assistant works as a member of the Academic Coaching Center team. The student worker will work closely with the Director of the Academic Coaching Center and other members of the Student Academic Support Services team in this role. Throughout the semester, the student worker will research best practices when working with special student groups, develop workshops and programs (online and in-person) to support these groups, and help develop the academic coaching program by assisting in developing resources for students in the program, advertising methods for the program, and data tracking methods to better assess the effectiveness of the program. The student worker will also work alongside other staff members on specific projects designed to support international students and student-athletes.
Duties Performed:	<ul style="list-style-type: none"> • Assist in developing special programming for the Academic Coaching Center • Assist in creating a welcoming environment for students at Student Academic Support Services • Assist in student outreach • Work with department staff and tutors during specialized programming • Work with the Director of Academic Coaching to conduct workshops and study groups • Perform miscellaneous duties as requested



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Specific Qualifications:	<ul style="list-style-type: none">• Ability to work effectively with a diverse population• Excellent interpersonal skills• Strong written and oral communication skills• Ability to work independently• Basic computer skills• Experience with international students and/or student-athletes preferred
Hours/Week:	5 hours per week
Special Application Instructions:	<ul style="list-style-type: none">• Resume and cover letter submission• Interview with the Director of Academic Coaching

Dates of Employment (check one):

Full Academic Year

Fall Semester Only

Spring Semester Only

Summer Semester Only

Summer start date:

Summer end date: