

SCAA PEER ACADEMIC COACH (PAC) POSITION DESCRIPTION



The mission of the Student Center for Academic Achievement (SCAA) is to provide CSUEB students with individual and collaborative learning opportunities within an inclusive environment fostering independent growth. The SCAA strives to cultivate adaptability, self-direction, and self-confidence through peer-to-peer support programs. SCAA services help students set achievable goals, develop academic skills, and improve subject comprehension. [More about us](#)

The heart of the SCAA's work is a dedicated staff of peer leaders. The SCAA employs individuals who are interested in helping their peers engage in life-long learning; possess patience and good communication skills; are sensitive to diverse student needs; are reliable, committed, and accountable; are willing to creatively and collaboratively contribute to the advancement of the SCAA; and are interested in being a part of a community that is passionate about student success.

Peer Academic Coaches (PACs) work with Cal State East Bay freshman and transfer students both in the transition course classrooms and in a one-on-one case management style to support students in developing good student skills. In the classroom, PACs act as student advocates and work to foster the classroom community. Additionally, PACs support a small number of students individually to develop good student skills and implement independent learning skills.

Peer Academic Coach Responsibilities:

- Commit to approximately 10-15 weekly hours for PAC-related activities
- Assist students with developing foundational academic skills including time management, planning and prioritization, communication and resource utilization
- Communicate complex concepts in understandable terms
- Exhibit strong organizational skills and track multiple students' progress in courses
- Connect with empathy and have the ability to bring in key additional supports for students struggling in areas beyond academics
- Commit to self-reflection and leadership growth and cultivate a sense of belonging for other students
- Demonstrate familiarity with MyCSUEB, Bay Advisor, Google Suite, Microsoft Office 365, Canvas, Horizon email, and the various departments used by students on campus including Financial Aid, Admissions, Student Health and Counseling Services, etc.
- Complete additional duties as assigned

Minimum Qualifications*:

Applicants must...

- Be available to work in-person a minimum of 4 coaching hours (additional online-only shifts may be conducted in the SCAA or in any other quiet location with strong WiFi)

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- Be a currently matriculated CSUEB student enrolled in a minimum of six undergraduate term units
- Have earned and maintain as a condition of employment a minimum 3.0 GPA
- Possess excellent communication and interpersonal skills
- Maintain regular availability each term to work a maximum of 20 hours/week
- Have an ability to interact effectively with diverse populations in individual or group settings
- Submit a complete application (more details under “Application Procedures”)
**Exceptions to minimum eligibility requirements granted at the discretion of the University.*

Preferred Qualifications

- Experience serving as a tutor, peer-mentor, or academic coach
- CSU East Bay student with previous enrollment in courses where PACs are embedded
- Sophomore or junior standing at time of hire (2nd semester freshman can apply)

Additional SCAA Learning Community Expectations:

- Engage in a continuous training process, including, but not limited to:
 - Pre-Semester SCAA Learning Community Meeting/Orientation (all peer leaders)
 - PAC Orientation and/or pre-hire workshops (pre-semester)
 - Bi-weekly training sessions (all coaches)
 - Weekly small group debrief sessions (all coaches)
 - Mid-Semester SCAA Learning Community Meeting (all peer leaders)
 - Regular check-ins with SCAA Coordinator (all coaches)

Compensation and Benefits:

- Coaches are compensated at a rate of \$17.86 / hour (starting)
- Coaches are paid for all trainings and activities outlined in the “Peer Academic Coach Responsibilities” section
- PACs who complete all their SCAA training requirements receive a credential from the SCAA’s [College Reading & Learning Association \(CRLA\) Peer Educator Training Program Certification](#)
- PACs are a part of the SCAA Learning Community, a group of passionate staff and peer educators, which typically includes several SCAA social activities
- PACs develop transferable professional skills, including communication, time management, organization, and problem-solving

Application Procedures:

Please visit the SCAA’s [“Work With Us” webpage](#) for more information. Please direct any questions about this opportunity to Bianca Meza, Peer Academic Coaching Coordinator: bianca.meza@csueastbay.edu.

As an Equal Opportunity Employer, Cal State East Bay does not discriminate on the basis of any protected categories: age, ancestry, citizenship, color, disability, gender, immigration status, marital status, national origin, race, religion, sexual orientation, or veteran’s status. The University is committed to the principles of diversity in employment and to creating a stimulating learning environment for its diverse student body.