

**TRIO Student Support Services**  
**TRIO Academic Peer Coach Student Leader Position**

**Purpose of Job**

TRIO Academic Peer Coaching (TAPC) program is for academic peers to develop personalized learning strategies, accountability, and positive introspection that allow TRIO participants to align their personal habits with their goals for academic success.

**Job Description**

The job duties for the position of TRIO Academic Peer Coach are as follows:

Requirements: Must be able to attend TRIO and Tutoring Center Student Leader Trainings, possess a cumulative GPA of at least a 3.0, and be a TRIO participant.

Skills Desired: Self-starter, excellent verbal and written communication skills, orientation to detail, organized, team player, provides outstanding customer service.

Hours: Flexible

This position will report directly to the Liaison for the TRIO Academic Peer Coaching program. Responsibilities include meeting with a minimum of three TRIO participants on a weekly basis for assistance in study skills and time management, successfully completing the meeting procedures outlined in training by the Liaison, and reporting all required data on appointments.

**Job Duties and Responsibilities**

- 1) Attend Tutoring Center and TRIO training at the beginning of the each semester.
- 2) Schedule weekly sessions with TAPC program participants.
- 3) Attend bi-weekly meetings with other peer coaches.
- 4) Complete weekly reporting documentation.
- 5) Complete an annual Performance Review and End of Semester Surveys.
- 6) Participate in professional development.
- 7) Model a positive and encouraging attitude.
- 8) Make a difference!

\*Returning Academic Peer Coaches have the opportunity to apply for the Lead TAPC position, which comes with additional responsibilities.

**Interview Process**

The individual thirty-minute interview is a time for information gathering and evaluation of each student. The interview will give the student a chance to shine and bring out their best while giving staff insight into their potential for success in the role of a TRIO Academic Peer Coach. We give candidates a timely, streamlined, and organized interview process as well as provide clarity on the commitment they would be making to the position.

**Time Commitment:** Fall 2022-Spring 2023

**Compensation:** Varies

**Contact:** For more information, contact [trio@hbu.edu](mailto:trio@hbu.edu).