

STUDENT JOB DESCRIPTION

JOB TITLE: Student Academic Coach in Writing

WORK AREA: Writing Center, GL208

AREA HOURS: 8-6 Mondays through Wednesdays and 8-4:30 Thursdays and Fridays

JOB RESPONSIBILITIES, DUTIES:

Student Academic Coaches provide academic support through the Academic Success Center (ASC), helping students strengthen their understanding of the writing process, improve study strategies, and build confidence in their learning. Candidates should demonstrate subject expertise, clear and respectful communication, and a genuine interest in helping fellow students learn. The role includes managing time effectively, communicating responsibly, and contributing to a welcoming and inclusive environment. The ability to work collaboratively with peers and WC staff is essential.

Student Academic Coaches will primarily provide in-person support through drop-in sessions, with online tutoring available based on WC needs and tutor readiness. To be considered, students who want to tutor in math must have passed ENGL 1117 with a grade of B or higher.

Responsibilities:

- Welcome students and respond to academic questions.
- Use questions, examples, and conversation to guide students through course content.
- Assist students efficiently and equitably, providing timely academic support.
- Refer students to WC staff when their needs go beyond tutoring or require specialized assistance.
- Complete required tutor training sessions and participate in team meetings.
- Coordinate with other tutors and WC staff to enhance support strategies.
- Help maintain a tidy and organized tutoring space.

PERFORMANCE EXPECTATIONS/CONDUCT:

Student Academic Coaches are expected to represent the values of RCTC by supporting students respectfully, working cooperatively with staff and peers, and contributing to a positive and inclusive learning environment.

Professionalism:

- Maintain a friendly and approachable demeanor.
- Keep tutoring areas tidy push in chairs, straighten materials, clean tables/computers, and report issues to ASC staff.
- Limit the use of personal devices during work hours; avoid texting, social media, or personal calls.
- Refrain from inviting friends to visit during your shift.
- We encourage professional dress attire for an academic setting.

Communication & Collaboration:

- Communicate clearly and professionally with students, peers, and WC staff.
- Cooperate with fellow tutors to ensure consistent support.
- Ask WC staff for guidance when faced with questions or situations outside your scope.

Time Management & Responsibility:

- Arrive on time and be prepared for your shift.
- Monitor student flow and adjust your approach to ensure all students receive fair and responsive assistance.
- Communicate schedule changes to WC staff in advance to ensure coverage and continuity.
- Accurately record hours and submit timesheets according to student employment guidelines.
- You are entitled to a 15-minute break for every four consecutive hours worked.

Respect & Environment:

- Demonstrate consideration and inclusivity in all interactions.
- Model academic integrity and a positive attitude toward learning.

Additional Information:

- Turn in Payroll forms to be granted access to eTime via e-Services under Student Employment.
- All hours must be recorded on eTime the day they are worked: <https://www.rctc.edu/eservices/>
- You are entitled to a 15-minute break for every four consecutive hours worked.

NUMBER OF STUDENT'S NEEDED:
(Assume 10-15 hours per student.)

2-6 Academic Year

0 Summer (June-August)

TYPICAL WORK HOURS:

☒Daytime ☒Evening ☐Weekends

PERFORMANCE REVIEW:

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

TO INTERVIEW FOR THIS POSITION, CONTACT:

Contact Person: Tracie Lee

Location: GL208

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