



CEAT AEC

Academic Coach Job Description

Academic Coaching positions will require the following: **[PLEASE READ]**

- Provide academic tutoring to students in a variety of technical courses.
- Answer questions and provide support to students in the College of Engineering, Architecture, and Technology.
- Maintain confidentiality and professionalism at all times.
- Be on time to all shifts, and meetings.
- Maintain an accurate record of hours worked and submit this record on time and in full.
- Check email daily, as this is the primary form of communication between Coordinators and Coaches.

Walk-In Academic Coach Details and Eligibility Requirements

- Pay: \$12/hour
- Hours: ~10hour/week (or less if desired)
- Walk-In Academic Coaches will have a set schedule, in two hour blocks of time, 3:30-5:30p.m. Monday through Friday and 7:00-9:00p.m. Sunday through Thursday. During this time, the Academic Coach will assist students that drop in with a question or need tutoring in a subject that the coach is qualified in. Walk-ins can take place with one or more students at a time. Walk-In Academic Coaches will be paid for the time of their shift whether or not students come in. The number of work hours per week are subject to change as the needs of our students are presented.

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Academic Coach Application

Please submit your completed application with a current copy of your **Unofficial transcript and Resume** to 110 Engineering North by April 15, 2020. If the application is not completely filled out, you will not be considered.

PERSONAL DATA

Last Name	First Name	Middle Initial
Application Date		CWID Number
Local Address: Street Name		E-mail
City, State, Zip Code		Phone

EDUCATIONAL HISTORY:

Major	GPA
Hours Completed at OSU	Total Hours Completed
Graduate Student? (circle one) Yes No	Degree(s) Received: (please list)
Have you tutored with the CEAT AEC before? (circle one)	Yes No

PLEASE ANSWER:

Have you tutored before? If yes, please briefly describe your experience. If not, why are you interested in becoming a tutor?
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Please list the course(s) you are interested in tutoring. Use the Course Prefix and Course Number (ex. MATH 2144)
These can be found at http://registrar.okstate.edu/index.php?option=com_content&id=50

What hours are you available? [CHECK ALL THAT APPLY]

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
3:30-5:30pm	N/A					
7:00-9:00pm						N/A

How many hours a week would you like to work?

Briefly describe your first session with a new student (how you will set up your space, introduction, etc.)

REFERENCES: List two professors that familiar with your work.

Name	Position	Phone

Completed application and/or any questions should be directed to:
CEAT Student Academic Services
110 Engineering North
(405) 744-5276