ACADEMIC COACH POSITION
Division of Diversity, Equity and Educational Achievement
(DDEEA)

STUDENT HOURLY

APPOINTMENT CONDITIONS:
Available at least 4 hours/week per course supported (can support more than 1 class)
The schedule may be unpredictable depending upon the student(s) with whom you work.

RATE OF PAY:
$9 to $10.00 (+$1 per hour for group sessions), rate determined by experience

JOB DESCRIPTION:
Work in a group (3-6 students) or one-on-one setting providing students with academic support, including academic coaching/tutoring, time management, and study skills development; maintain regular schedules with DDEEA students; work with the Coordinator to coordinate necessary support for students; attend academic coach training as needed; follow DDEEA policies and guidelines.

ABOUT the DDEEA PROGRAM:
The Division of Diversity, Equity & Educational Achievement (DDEEA) supports the mission of the University of Wisconsin-Madison as it works to create a diverse, inclusive, and excellent learning and work environment for all students, faculty, staff, alumni and others who partner with the University. The DDEEA units include the Center for educational Opportunity (CeO), POSSE, First Wave, PEOPLE, and pathways.

QUALIFICATIONS:

- Undergraduate Students (sophomores or higher) & Graduate students with teaching/tutoring experience in various subjects (call 265-5106 for current listing).
- Enrolled at UW-Madison as a student with overall GPA of 2.75 or higher.
- Interested in working with undergraduate students from various backgrounds.
- Knowledgeable in the discipline you anticipate to support. Must earn at least an AB or better in the course interested in coaching.
- Willing to work in group or one-on-one settings, attend training sessions, and maintain regular hours with the program.
- Willing to follow the federal guidelines established by the U.S. Department of Education.
- Excellent communication skills.

***Your application will be kept on file at our office for the academic year. There is no guarantee that there will be a demand for your subject area(s). Priority will be given to returning academic coaches. If there is student demand for your subject area, you will be contacted for an interview with the DDEEA academic coordinator.

Please call Africa Lozano at 265-5106 or stop by room 16 Ingraham Hall,
or e-mail lozano@cdo.wisc.edu
DDEEA ACADEMIC COACH APPLICATION FORM

Applicant: Please enter your major(s)/certificates below:

UW ID Number:

FOR OFFICE USE:
Semester: ___________________
___ Contacted for Interview
___ Interviewed, Date ______
___ Sent post card

Name:
Street:
City: State: Zip:
Phone: Email: Date:

Please list the courses for which you would like to tutor (as well as earned an AB or better). If you tested out of a course, please include a letter of recommendation or list a professor/instructor as a reference that is familiar with your knowledge in the area in which you wish to tutor.

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Maximum hours you may be available to work as Academic Coach: __________/week

Names and Phone Numbers of 2 references (academic or other work experience):

1. ___________________________ Office/Department: ___________________________
   Phone: ______________________ e-mail: ________________________________

2. ___________________________ Office/Department: ___________________________
   Phone: ______________________ e-mail: ________________________________

Please answer the following questions:
Have you tutored, facilitated any group study, or served as a teaching assistant?
Yes    No
Where or What Course: ______________________________________________________

Why are you interested in being a DDEEA academic coach?
__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Please submit or email this form along with your current unofficial transcript or grade detail report to email listed above:

CeO: Center for Educational Opportunity, Room 16 Ingraham Hall, 1155 Observatory Drive, Madison, WI 53706
Your application will be kept on file at our office until the end of the semester in which you apply. There is no guarantee that there will be a demand for your subject area(s). Priority will be given to returning academic coaches. If there is student demand for your subject area, you will be contacted for an interview with the DDEEA academic coach coordinator.