

**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 fo 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, Chancellor's and Power-Knapp and Pathways Scholars.

- QUALIFICATIONS:**
- Undergraduate Students (sophomores or higher) & Graduate students with teaching/tutoring experience in various subjects.
  - 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.
  - 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 Director of Academic Support Services.**

**Please email Africa Lozano at [Africa.lozano@wisc.edu](mailto:Africa.lozano@wisc.edu) or stop by room 23 Ingraham Hall,**

# DDEEA ACADEMIC COACH APPLICATION FORM

<b>Applicant: Please enter your major(s)/certificates below:</b>
<b>UW ID Number:</b>

**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.*

Department	Course(s)

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:**

Room 23 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.



