

Job Description

College Peer Coach

We are looking for UPPERCLASSMEN and MASTER LEVEL college students to join our team! If you are looking for work in the area of SUPPORTING STUDENT SUCCESS please consider NEW AGENDA. We take pride in our work with young adults.

You will work with a small group of college students who benefit from structure, mentoring, and accountability to guide their **Executive Function** skills. You will be responsible for leading a weekly, 2-hour study session, which includes peer mentoring and fostering a sense of community within the study group. Oversight of the participating college students is a component of this position, as the participating college students will be required to:

- Check in and track grades with the peer college coach
- Plan for upcoming assignments
- Develop study plans based on course assessment schedule
- Prioritize, organize, and plan for the week
- Use the 2-hour time to actively engage in their individualized course requirements/studying

During the weekly 2-hour study session, the College Peer Coach will be asked to:

- Take attendance
- Individually review a student-driven document that tracks grades, assignments, assessment schedule, and other considerations
- Guide study habits, strategies, and tips
- Advise in the area of time management and prioritization
- Encourage accountability to coursework, and communication with professors and university resources

- Foster a sense of community
- Immediate communication with New Agenda Executive Function Coach for students not meeting expectations for academic success, and/or students demonstrating concerning patterns impacting health and wellness

In addition, a once monthly 30 minute check-in with a New Agenda Executive Function Coach via Virtual Meeting is required.

Compensation as a contracted employee is \$20/hour. In addition, bonus pay is available.

Requirements

- U.S. issued ID (driver's license or passport)
- A background check will be required
- Must be currently enrolled in the college, with strong grades
- Submission of an unofficial college transcript will be required
- Working knowledge of ADHD
- Ability and desire to work as part of a professional interdisciplinary team
- Neurodivergent affirming
- Excellent time management and organizational skills
- Possess excellent customer service, interpersonal and written communication skills that reflect sensitivity to their audience
- Maintain effective working relationships; demonstrate sensitivity to, and respect for, a diverse population
- Interact with other employees, students, and the public in a helpful, courteous, and friendly manner
- Flexibility and professionalism to respond productively to others' challenges.
- Analyze situations accurately and take appropriate action
- Communicate effectively in English
- Follow and give oral and written directions

- Ability to use computers, including video communication platforms such as Zoom and Google Meet
- General knowledge of Google Suite (Gmail, Docs, Sheets, Forms, etc.)

Preference will be given to:

- Upperclassmen and Master's level students in fields related to human services (psychology, social work, speech-language pathology, occupational therapy, rehabilitation sciences) or education
- College students with prior experience working with neurodivergent populations