

## PASS Coach Position Description

### Overview of Position

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Selecting classes, choosing a major and knowing where to go for academic assistance can be stressful for any student. It can be especially overwhelming for the first-year student who is totally unfamiliar with the academic policies and procedures of the college. The PASS Coach is a voluntary position within the University Housing staff designed to support the academic development of students in the Panthers Achieving Success @ State (PASS) Community, located in Freshman Hall. This position is open to sophomores, juniors and seniors as it is geared toward supporting the freshman population.

The PASS Coach's primary responsibilities are to provide academic assistance and to support the development of the Freshman Hall community. This is accomplished by: providing information about on-campus academic resources; promoting residents' familiarity with the University's academic community, and coordinating academic support initiatives in the residence hall. The Graduate Assistant for Community and Staff Development oversees the PASS Coach program through weekly staff meetings, scheduled one-on-one meetings, and informal discussions.

PASS Coaches must commit to one day of training approximately one week prior to Fall opening, one day prior to Spring opening, and weekly staff meetings. The weekly time commitment will be approximately five (5) hours per week, with additional hours possible during first and last weeks of the semester. All PASS Coaches must comply with all policies and regulations of University Housing and Georgia State University, as well as always maintain the ethics and academic integrity that is commensurate with this position.

### Position Responsibilities

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The academic assistance responsibility is designed to help meet the specific academic needs of the residents, as well as to help students improve academic skills and develop professional relationships outside of the classroom.

### Academic Resource

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PASS Coaches will:

- Be knowledgeable about college and University resources, including the Office of Academic Services, the Digital Aquarium, Research Librarians, the Writing Center, Career Services, etc., and provide referrals to appropriate departments and academic advisors.
- PASS Coaches will (in pairs) escort students to at least one academic-related orientation programs during Panther Welcome.
- Develop and maintain meaningful relationships with the residents of your assigned floor and stay abreast of their academic status. Discuss any student concerns with the Community and Staff Development GA.
- Attend first floor meeting on individually assigned floors. Work with the floor RA to facilitate session that includes a team-builder and an overview about how to get to class for the first time.
- Host weekly Study Café's in the Dining Hall.
- Keep residents informed of all important academic deadlines and events.
- Plan and implement at least four (4) academic support initiatives per semester. One (1) of these initiatives must be a collaboration with Freshman Hall Resident Assistants. At least one (1) of these initiatives must include a presentation by an academic professional.
- Create and maintain one bulletin board, to be updated on a monthly basis.

### Role Model and Staff Member

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PASS Coaches will:

- Maintain a high (3.5+) GPA, model excellent study practices, and effectively balance the demands of the position, academics, social life, and other commitments. PASS Coaches must be outstanding role models that effectively manage all aspects of personal, social and academic lives.
- Work with the Freshman Hall staff to ensure that community is inclusive and stresses educational aspects of first-year students' development
- Support and uphold University Housing policies. This includes confronting and reporting policy violations.
- Attend weekly Academic Community Programming staff meetings as well as scheduled trainings.