

TRIO PEER COACH JOB DESCRIPTION 2022-2023



General Description:

The **TRIO Peer Coach** position at Michigan State University is designed to help students who identify as first-generation, disabled and/or income eligible college students (named TRIO Scholars) in achieving success during their transition from high school to college. This position will allow successful candidates to coach, support, and advocate for new and returning TRIO Scholars. You will support TRIO Scholars on achieving academic success, knowing where to go for campus resources, and how to find social events and orgs to connect to. In doing so, coaches will have the opportunity to gain skills in the areas of communication, leadership, academic and personal life coaching as well as educational success initiatives throughout the NSSC and greater MSU community.

Duties include, but are not limited to:

- Attending TRIO Peer Coach training prior to the start of classes each semester (3-5-day fall training in mid-August, and 2-3-day spring training in early January, 9:00 AM – 5:00 PM each day)
- Attending biweekly TRIO Peer Coach meetings/in-service trainings
- Identifying and facilitating events and opportunities to engage with all assigned scholars
- Completing consistent outreach to TRIO Scholars, encouraging meaningful, two-way dialogue
- Entering interactions with scholars in the Blumen platform
- Identifying situations that may inhibit a student's success and creating goals and action plans to assist that student in overcoming obstacles
- Meeting with the Engagement Coordinator one to two times monthly to discuss progress
- Promoting attendance at TRIO Tutoring Center, referring scholars to tutoring support for core courses
- Making meaningful connections with TRIO & NSSC student staff, Resident Assistants (RAs) and Intercultural Aides (ICA)

To Complete Application:

- Resume
- Application and Essay Questions
- Transcript

Requirements and Characteristics

- Full-time MSU, East Lansing undergraduate student; upper class students preferred
- A GPA of 2.75 required; selection will be handled on a case by case basis
- Ability to work 10-15 hours a week (\$13.00/hr.) for a full academic year (Fall and Spring semesters)
- Understanding or interest in the experiences of students who are the first in their families to attend college including challenges and strategies for success
- Understanding experiences of scholars with limited income and/or with a reported disability to refer to supporting resources on or near campus
- Leader who takes action and initiative to help fellow students achieve academic and personal goals
- Open to learning about cultures, ethnicities, lifestyles, and backgrounds different from one's own
- Professional, dedicated, and supportive team member
- Excellent organization, communication and time management skills
- Ability to serve as a role model
- **TRIO students preferred and given first priority in hiring**