GRACE SCHOOLS

**JOB DESCRIPTION**

**Title:** Peer Academic Facilitator

**Department:** Learning Center

**Supervisor:** Coordinator of Academic Support Services

**Qualifications:** Excellent communication skills, integrity, sensitivity, self-motivation, ability to keep confidences, and evidence of a desire to apply and communicate God’s Word in all areas of life, especially academics

**Minimum:** 3.0 GPA; One completed year at Grace College

**Preferred:** 3.5 GPA; Experience working with others in a one-on-one setting either for academics/tutoring assistance or discipleship; Involvement in ministry in a local body of believers; Keen understanding and awareness of Grace College policies and expectations

**Overview:** The Academic Facilitator will assist students and answer their questions about academic policies, provide information for students needing academic assistance, and teach time management strategies and study skills development. Academic Facilitators provide accountability for students on academic probation and often work with confidential material. The position allows an upperclassman to come alongside and offer academic support and encouragement to peers. Peer Academic Facilitators are “undergraduates who serve as bridges for academic success and social transition to college life.” Jennifer Smith, CRLA

**Essential Responsibilities:** Schedule and facilitate weekly one-on-one meetings with students; provide academic guidance through reinforcement and accountability; design, with direction from the Coordinator of Academic Support Services, personalized academic plans for students; facilitate student growth in and understanding of how academic commitment reveals characteristics of the Lord and therefore reflects His glory. Peer Academic Facilitators work one-on-one with students taking GEN-1000, Academic Fundamentals for College.

**Secondary Responsibilities:** attend scheduled trainings; attend weekly team meetings with the Coordinator of Academic Support Services; administrative work such as keeping records of attendance, weekly student reports on academic, emotional, and spiritual status, and other needed documentation of student progress.

**Expectations:** Personal dedication and discipline displayed through commitment and effort in academics; Consistency in a personal walk with the Lord and a growing desire to better know Him and better communicate His truth effectively in love; A desire to grow in service to the Lord and to the sinners He loves.

\*The person accepted for this position must be willing to sign a statement of confidentiality, because the student will be handling sensitive student material and information.