SJSU | UNIVERSITY HOUSING SERVICES

Peer Academic Success Coach

EMPLOYMENT COMPENSATION

$18.45 per hour

Priority Registration: Priority registration is provided to allow PASCs to adjust their academic schedule as needed to attend required PASC position meetings on Wednesdays 3:00 PM - 5:00 PM.

STATEMENT OF INCLUSION

Residential Life Student Leaders will seek to understand and affirm all identities they serve to develop a culture where individuals challenge assumptions respectfully and engage in open discourse. Through a representative staff and equitable policies, they will continue to serve the evolving needs of the diverse communities.

STATEMENT OF ETHICAL STANDARDS

In the acceptance of this student leadership appointment, student leaders devote themselves to exercising a high standard of ethical conduct in their actions both on campus and in the off-campus community. These standards include, but are not limited to, the UHS Housing License Agreement, SJSU Student Code of Conduct, departmental student leader expectations, and all state and federal laws.

SUMMARY OF POSITION

The Peer Academic Success Coach (PASC) is a part-time, student staff member within University Housing Services. The PASC provides academic coaching, resource navigation, and holistic wellness support to all residential students to promote academic success, persistence, and engagement. Under the general direction of the Assistant Director of Academic Initiatives, PASCs report to the Academic Initiatives Coordinators and receive training and ongoing support from staff at the Career Center, Peer Connections and the Academic Initiatives team.

QUALIFICATIONS

You must meet and maintain the following qualifications, or you will not be eligible for an interview or position appointment:

- As the appointment is for the full academic year, appointees graduating Fall 2027 are not eligible.
- Must have completed at least one full semester at San Jose State University as an undergraduate student.
- **Approved Reference:** Must receive a recommendation from a faculty member who can speak to the candidate's content expertise and ability to communicate in the content area.
    - Faculty members are instructors, professors, lecturers, or academic professionals who teach courses, conduct research, and support student learning within a college or university. They are experts in their academic discipline and can speak to a candidate's knowledge, skills, and abilities within a specific content area.
    - For the purposes of this position, a faculty member should be someone who has direct knowledge of the candidate's academic abilities and can provide insight into their content expertise, communication skills, professionalism, and ability to engage others in the subject area.
- **GPA:** Semester GPA of 2.85 and cumulative GPA of 2.85
    - Falling below a 2.85 GPA may result in loss of active appointment and/or loss of eligibility for subsequent appointment the following semester.

- **Undergraduate status:** Minimum 12 units (no more than 18 per semester during appointment).*
- **Graduate status:** Minimum 6 units (no more than 9 per semester during appointment).*
- **Good conduct standing:** Must not be on housing probation, SJSU probation, or disciplinary probation at the time of application or appointment, and must maintain good conduct standing throughout the appointment period.
- Returning applicants must not be on performance-based probation at the time of offer to remain eligible for reappointment. Reappointment offers may be rescinded if performance concerns arise.

**Majors such as nursing or animation may qualify for lower unit requirement exceptions based on departmental requirements. Staff must carry the minimum requirements at all times and must notify their supervisor immediately if they drop below the minimum units. Regardless of undergraduate or graduate status, an individual must maintain 6 units per semester to be eligible for appointment.*

TERMS OF EMPLOYMENT

Appointment: August 1, 2027 - May 26, 2028

- **Training (required):** Participation in Student Staff Training is a mandatory, non-negotiable component of this position — there is no exemption. Any activity, process, or position that conflicts with mandatory Fall/Spring Training is not permitted (e.g., Associated Students, Orientation Leader, Study Abroad, potential internships, other jobs). **Candidates unable to attend training will be removed from the PASC role.**
  - Complete all aspects of required training.
  - On-site for Fall Training and Fall Move-In/Opening from August 9, 2027 - August 17, 2027
    - During this time, appointees may not participate in outside commitments, including organization meetings, internships, on-campus/off-campus jobs, non-academic coursework, and personal events.
  - On-site for Spring Training approximately two weeks before classes start.
    - During this time, appointees may not participate in outside commitments, including organization meetings, internships, on-campus/off-campus jobs, non-academic coursework, and personal events.
- **Background Check Clearance:** Student leaders appointed to positions within University Housing must successfully complete and clear an Accurate background check. This requirement is based on the nature of the position and the access student leaders have to residential facilities, student information, and other sensitive or confidential information.
- **I-9 / EVC:** Appointees must successfully complete the University's required I-9 and EVC employment eligibility verification processes and provide all required documentation within the established timeframe. Appointment and continued employment are contingent upon successful completion and verification of employment eligibility.

Availability

- PASC availability requirements will vary based on the assigned focus area and operational needs. PASC team members will be expected to:
  - A minimum of 15 hours per week, not to exceed 20 hours per week (eligible for up to 40 hours during breaks).
  - Maintain availability for at least two days per week between **3:00 PM and 12:00 AM**.
  - Work scheduled shifts based on their assigned focus area and departmental needs.
  - On-site support during peak operational periods, including opening, closing, and finals week during the Fall and Spring semesters.

- PASCs may be asked to support major campus or UHS event weekends (e.g., Homecoming, Admitted Spartan Day — typically a Saturday in mid-April). Specific dates are shared during training and are subject to change.

Additional Employment

Appointees may hold only one (1) student leader position within University Housing Services. If offered more than one student leadership role, the appointee must choose which position they wish to accept.

RESPONSIBILITIES

Administrative

- Maintain accurate records related to student engagement and other designated administrative documentation.
- Uphold confidentiality and objectivity in all student and staff matters in compliance with FERPA and applicable federal and state regulations.
- Attend all scheduled PASC meetings, trainings, and shifts on time. Wednesdays from 3:00 PM to 5:00 PM are reserved for student leadership meetings, training, and events.
- Participate in First Year Experience programming initiatives.
- Support Academic Initiatives' programs and events through planning, preparation, and staffing as needed.
- Perform additional duties as assigned by the supervisor or designee.

Academic Coaching

- Assist students in becoming familiar with university systems, expectations, and campus resources.
- Listen to and guide students in identifying and reaching their personal, academic, and career goals.
- Coach residents in developing self-confidence, self-efficacy, and effective study strategies.
- Conduct one-on-one academic coaching with residents to create academic action plans.
- Help residents identify and address potential academic barriers.
- Assist students in navigating academic processes to support retention and help close achievement and equity gaps.
- Develop and facilitate workshops focused on academic success.

Communication

- Use university email and other approved communication methods to engage with residential students.
- Check and respond to university email within 48 working hours.
- Apply constructive feedback from supervisors to improve effectiveness in the role.
- Communicate concerns, observations, or suggestions to the assigned supervisor in a timely and professional manner.

Performance Standards

- Serve as a positive role model for academic engagement, wellness, and help-seeking behaviors.
- Demonstrate effective academic success strategies, including appropriate use of campus resources.
- Maintain professionalism, reliability, and ethical conduct in all interactions.
- Effectively connect students to SJSU campus culture, resources, and support services.

PASC FOCUS AREA RESPONSIBILITIES*

In addition to the general responsibilities listed above, PASCs are assigned specific focus areas. Those additional responsibilities are listed below.

Theme Community (TC) PASC Focus Area

- Theme Community PASCs are assigned to work in one of the following Theme Communities:
  - Business Innovation & Leadership Development (BUILD) - Joe West 7th Floor
  - Community for Engineering Learning & Living (CELL) - Joe West 8th Floor
  - Arts Village - Joe West 9th Floor
  - Sustainable Spartans - Joe West 10th Floor
  - Black Scholars - Joe West 11th Floor
  - Rainbow Village - Joe West 12th Floor
  - International House - 360 S 11th Street
- Works primarily between 12pm - 10pm, Sunday - Saturday, with adjusted hours during finals week
  - Weekly schedule will be determined during training periods
- All hours will be worked on the designated Theme Community floor/area

TC PASC Responsibilities

- Creates relationships with the students of the assigned Theme Community
- Plan and implement at least 1 academic or career workshop per month
- Create additional workshops, as needed, that are tailored to address the needs of your assigned Theme Community
- Collaborate with the Theme Community Faculty-in-Residence to design specific events catered to your Theme Community
- Assist in planning and execution of the annual Theme Community Legacy Event alongside the Theme Community Faculty-in-Residence, Resident Advisors, Residential Life Coordinator, and Coordinator for Academic Success

Operations and Maintenance

- Maintains cleanliness, organization, and overall atmosphere of the Joe West PASC room and assigned area on Theme Community floors
- Complete Theme Community specific tasks as assigned by supervisor or designee

Hub PASC Focus Area

- Work primarily between 12:00 PM and 12:00 AM, Sunday through Saturday, with adjusted hours during finals week and university breaks.
- Provide academic support services in the Campus Village B Spartan Study Hub, Spartan Village on the Paseo Study Hub, and assigned residence halls.

Hub PASC Responsibilities

- Welcome students to the Spartan Study Hub, facilitate check-in procedures, and provide an overview of available academic resources and support services.
- Provide academic assistance by demonstrating effective study strategies, note-taking techniques, and time management practices.
- Facilitate opportunities for students to form study groups and engage in collaborative academic learning.

- Foster a respectful and academically focused study environment by reinforcing community expectations within the Study Hub.
- Serve as an in-hall academic resource by supporting Resident Advisors in promoting academic engagement within the residence halls.
- Collaborate with campus partners to support an inclusive, academically focused study environment.
- Identify students who may benefit from additional academic or campus support services and provide appropriate referrals, recognizing when student needs may exceed the scope of peer academic support.
- Plan and implement at least 1 academic or career workshop per month

Operations and Maintenance

- Maintain a clean, organized, and welcoming Spartan Study Hub environment that supports focused and productive studying.
- Monitor Study Hub usage and student engagement to support ongoing assessment and improvement of services.
- Document student interactions and hub activity in accordance with supervisor expectations.
- Communicate observed student needs, concerns, or operational issues to the supervisor in a timely and professional manner.

**Other duties as assigned.*

TRAINING IS A REQUIRED COMPONENT OF THIS POSITION

Training is an essential and required part of the Peer Academic Success Coach (PASC) position. All PASC staff members must fully participate in required Student Staff Training, as this preparation ensures you have the knowledge, skills, and resources needed to successfully support your residential community.

Fall Training and Move-In responsibilities will take place on August 9, 2027 - August 17, 2027, and Spring Training will occur approximately two weeks before the start of Spring classes. Attendance and active participation in all required training sessions are mandatory.

Since training prepares you for the responsibilities of the PASC role, candidates must be available for the entire training period. Outside commitments, including other employment, coursework, student organizations, or personal events, may not conflict with required training dates.

Please review the training schedule carefully before applying. If you have summer commitments that prevent you from attending the full training period, you should not apply for this position.