

COLLEGE ACADEMIC COACH

Best Foot Forward is a nonprofit based in Boca Raton, serving at-risk and foster care students throughout Palm Beach County. We are looking for a **College Academic Coach** to join our **incredible team!** The College Academic Coach will assist as our students navigate their college courses, helping them develop skills and habits that contribute to their success in college, and beyond. These include academic and career goal setting, learning strategies, time management and organization, self-regulation and self-efficacy.

We have both full-time (salaried, 40 hours per week) and part-time (hourly, 24-28 hours per week) positions available with some work from home flexibility.

Best Foot Forward is a growing agency with an exceptional work environment. We offer generous PTO, a 401K plan and dental, vision and medical insurance for full-time employees and other benefits for part-time employees.

Job Responsibilities:

- Monitor progress of students in caseload with regular check-ins and communication
- Provide guidance and support to students with regard to their academic progress
- Review syllabi and class material: track due dates and deadlines for all course work
- Assist students in identifying, developing and implementing learning strategies, study skills, and organizational skills including the use of an agenda or calendar to complete assignments and study for tests.
- Help students manage their workload and communicate with school personnel as needed
- Assist students in developing self-efficacy by identifying and overcoming obstacles that may be impeding academic success; work with students to learn strong time management and organization skills; motivate students to practice self-regulation and take ownership of their academic success
- Address students' questions, concerns and needs promptly
- Provide rewards and incentives to facilitate positive student practices and habits
- Coordinate tutoring as needed
- Be aware of useful tools and resources on campuses
- Be aware of important dates such as drop/add and withdrawal dates
- Collaborate with college team regularly
- Complete weekly student progress reports

Skills and Qualifications:

- Be proficient in Microsoft Word, Excel and Outlook
- Possess excellent oral and written communication skills
- Demonstrate excellent organizational skills
- Be able to establish and maintain cooperative and effective working relationships

- Exercise patience and flexibility with students
- Be able to multitask and problem solve
- Be able to meet schedules and deadlines
- Have reliable transportation
- Must have bachelor's degree or higher

If you are excited about the opportunity to join our dynamic team, please submit your resume, along with your salary requirements, to dellman@bestfoot.org. We look forward to hearing from you and exploring how your skills and experience align with our agency's goals!