

Roles and Responsibilities: Success Coaches, Instructors, Peer Mentors

Responsibilities of the Success Coaches

- Time Management and Organization
 - Consistently missing deadlines
 - Difficulty prioritizing tasks and organization
- Academic Challenges
 - Consistent poor performance on coursework
 - Frequent missed assignments/exams
- Personal Challenges
 - Experiencing stress and anxiety
 - Difficulty adjusting to college life or significant life event
- Needing Support
 - Lack of familiarity with the college system and resources
 - Need for guidance on navigating university resources (Financial Aid, CAPs)

Responsibilities of the Instructors

- Clarification about Assignment(s)/Policies
 - Clarity about a specific assignment
 - Clarity about the rubric
 - Clarity about the course policies (attendance, late work)
- Issues with Grading
 - Expressed concern there is error in grading
 - Seeking feedback on assignments

Responsibilities of the Peer Mentors

- Facilitate community-building and networking opportunities
- Social and academic guidance
 - Demonstrate/model effective and professional communication with peers, faculty, and staff
 - Provide guidance based on personal experiences such as navigating campus resources, university policies and procedures, etc.
- Exploring specific academic/career interests (i.e., gerontology, child welfare, substance use, LGBTQ+ issues, etc.)

Responsibilities of the Writing Coach

- Developing overall writing skills, including research assistance, paper organization, brainstorming/outlining, and grammar/mechanics
- APA Style and formatting
- Resume and cover letter review