



SUMMER JOB OPPORTUNITY

POSITION: Academic Coach, Summer Learn & Earn Program, Boston Private Industry Council & City of Boston *(July 1 - August 23, 2024, excluding July 3-5)*

JOB DESCRIPTION: The Summer Learn and Earn program is a unique opportunity for rising high school juniors and seniors in Boston to earn money while taking college-level courses. The program also includes team meetings, academic coaching, and college readiness activities (such as campus tours, financial aid information sessions, and resume workshops).

An Academic Coach is assigned to one of the six college-level courses with approximately 20 students and is responsible for working with both the Summer Learn & Earn Program Leaders and the course professor to ensure students enrolled in the course have the means to access the course content and the resources and support needed for them to successfully complete both the course and program.

GENERAL RESPONSIBILITIES:

Provide weekly updates

- Ensure students are informed about upcoming events, deadlines, and program announcements.
- Send weekly emails detailing the week's activities, study hall sessions, and relevant academic content, including track attendance.
- Collaborate with the Program Coordinator to ensure accuracy and completeness of student records.

Track academic progress

- Monitor student academic progress and facilitate academic support when needed.
- Update the Student Grades Tracking Spreadsheet weekly with students' grades.
- Attend portion of classes and keep up with the course readings to ensure you are able to support students with understanding concepts, completing coursework and studying for tests.

One-on-one check-ins

- Conduct weekly 30-minute one-on-one meetings with students via video or in-person.
- Review academic progress, ensure technology access and identify any barriers which may be impacting student's ability to access the course and/or course work.

- Document interactions with students on the Case Management Spreadsheet.

Organizing a weekly study hall session

- Organize and oversee study hall sessions where students collaborate in group study.
- Facilitate discussions on critical concepts and assigned readings.
- Structure study sessions and provide support to students.
- Guide students in independent work and peer support for assignments.

Wednesday enrichment activities

- Implement lessons and activities provided for you related to resume building, the college search process, financial aid resources/planning, Boston and MA college programs, and other college readiness activities.
- Engage students in team building activities to help build community and provide opportunities for students to get to know one another.

POSITION DETAILS:

- Program dates: July 1, 2024 through August 23, 2024 (excluding July 3-5)
- Hours per week: Up to 25, as needed (including both in-person and virtual hours required each week)
- Hourly Rate: \$25
- Must attend all orientations, trainings and the full 8-week program

QUALIFICATIONS:

- Degree or working towards a degree in education, counseling, or related field/equivalent experience.
- Previous experience working with high school-aged students in a teaching, mentoring or student support role.
- Familiarity with Boston neighborhoods.
- Strong organizational and communication skills.
- Ability to build positive working relationships with students, collaborate effectively with Program Leaders and other Academic Coaches and lead lessons/activities with students on your caseload.

Note: staff will be part-time temporary summer employees of the Boston Private Industry Council.

HOW TO APPLY: Please send a resume and cover letter to SummerLearnandEarn@boston.gov