

Academic Skill Consultant Job Description

Title: AEC Academic Skills Consultant (ASC)

Reports To: AEC Coordinator of the Undergraduate Writing Center

Compensation: First-time Academic Skills Consultants must enroll in CSV 302 for 3 credits of training and practicum experience. After completing CSV 302, Academic Skills Consultants may opt to work for pay or course credits. Paid positions begin at \$14.00/hour, with increases for leadership roles.

Basic Function: Academic Skills Consultants provide appointment-based 1-1 support for undergraduate students seeking help with planning and academic skills development.

Position Description: Academic Skills Consultants help students to identify their learning needs and apply effective planning, time management, test-taking, and study strategies. This can occur through face-to-face or online consultation sessions.

Specific Duties and Responsibilities Include:

- Facilitate one-on-one consultations (in person or online) for any undergraduate students seeking support for academic skills development.
- Assist with the development of academic skills-related learning resources and activities.
- Participate in a program of pre-service and ongoing in-service training and development.
- Use active listening skills to understand students' academic needs and provide effective feedback and guidance.
- Develop and maintain a rapport with students to create a safe and supportive learning environment.
- Maintain accurate records of student progress and attendance.

Additional Responsibilities:

- Participate in CSV 302/staff meetings and other ongoing training requirements, including written critical reflection and analysis of practice, and peer observations.
- Present on and promote AEC Academic Skills Consultation services when and where needed.
- Collaborate with other consultants to curate and create resources for students.

Competitive Candidates Must:

- Be eligible to work as an undergraduate student for URI.
- Be able to participate in pre-service and ongoing trainings.
- Demonstrate strong planning, organizing, and studying skills.
- Demonstrate an awareness of and sensitivity to the challenges students face that relate to intersecting cultural, racial, ethnic, gender-based, and religious identities.
- Demonstrate an awareness of common challenges students face in achieving academic success.
- Demonstrate excellent interpersonal and communication skills.
- Be comfortable giving and receiving feedback for continued growth as a consultant.



Preference May Be Given to Candidates Who:

- Have experience as tutors, especially with college students.
- Have a GPA of 3.0 or higher.
- Have successfully completed the UCS 160 and/or 161 courses with a grade of B or higher.
- Have completed or are currently enrolled in courses which focus on teaching or cognitive psychology.
- Demonstrate awareness of active learning and studying strategies.
- Demonstrate understanding of a consultant's role in supporting learning.