

## OAS Peer Coach (PC) Application – 2025

The OAS Peer Coach role is a **volunteer-based, unpaid** position designed for high-achieving UF undergraduate students seeking **leadership and professional development opportunities**. This role allows students to develop valuable **transferable skills** such as **effective communication, mentoring, problem-solving, and teamwork**. PCs gain hands-on experience in **one-on-one and group mentoring, active listening, public speaking, and facilitating meaningful discussions**. They also collaborate with peers and staff to plan and execute programs, lead workshops, and support student engagement initiatives.

As a PC, you will mentor and guide fellow students in their transition to UF, promoting **academic preparedness and personal growth**. You will assist with OAS programs, services, and events that enhance student success while fostering an **inclusive, supportive, and engaging** learning environment.

To be considered for this position, applicants must be in **good academic and behavioral standing** with both the **University of Florida and the Office of Academic Support**. A **minimum cumulative GPA of 2.8** is required. Eligible applicants must demonstrate **academic success, leadership, and a commitment to scholarly engagement** while exhibiting **professionalism, reliability, and strong interpersonal skills**. PCs are expected to consistently fulfill their responsibilities throughout the program.

**All application materials, including reference form, must be submitted by Friday, March 28, 2025.**

### **OAS Peer Coach Responsibilities**

#### ***Student Support & Mentorship***

- Provide one-on-one and occasional small group coaching for OAS Scholars (UF SSS and UF PROMISE).
- Hold a minimum of 3 office hours per week for direct coaching, with an average weekly commitment of 3-5 hours including coaching sessions, meeting documentation, responding to mentee inquiries, and event participation.
- Maintain regular communication with assigned students through approved channels, ensuring timely and supportive responses.
- Take initiative to organize and lead social activities with mentees and fellow Peer Coaches to promote community and belonging, both in and outside of the office when possible.

#### ***Administrative & Operational Duties***

- Complete required documentation, maintain records and ensure accurate data entry of student contact/coaching encounters.
- Uphold confidentiality regarding students' personal and academic information.
- Communicate promptly with OAS staff and report any student-related concerns.

#### ***Program Development & Event Participation***

- Attend and actively participate in mandatory Peer Coaching training sessions (details below\*).
- Represent OAS at promotional activities, including tabling and outreach events. PCs are required to support at least four OAS events per semester, committing to a minimum of one 2-hour shift per event. Signature events include:
  - FAFSA Extravaganza
  - Spring Assembly
  - UF CONNECT

- o Exam Jam
- Assist with office operations when not engaged in direct coaching during scheduled office hours.

### ***Community Engagement & Outreach***

- Build and maintain supportive relationships with fellow Peer Coaches, OAS staff, and affiliated university departments and student organizations.
- Occasionally assist with additional tasks as needed and depending on availability, which may include:
  - o Social media outreach and promotional efforts.
  - o Strengthening relationships with UF alumni.
  - o Other evolving needs related to OAS programs and services.

### **Scheduling & Availability**

- This is an in-person role. Selected PCs commit to a full PC cycle starting Summer B 2025 and continuing through the Fall and Spring semesters, ending at the close of Spring 2026.
- Office hour/coaching schedules are flexible but must align with OAS hours of operation (Monday–Friday, 9 a.m.–5 p.m.).
- PCs must submit their course schedules and preferred office hours before each semester and notify OAS of any changes as soon as possible. Schedule adjustments after the semester begins require approval.

### **Required In-Person Availability**

PCs must be available in person for the following mandatory training and program dates:

- **Out-of-Town In-Service Training Trip\***: May 5–9, 2025
- **UF CONNECT Training**: June 23–26, 2025
- **UF CONNECT Event**: June 26–29, 2025
- **Summer B 2025 Term**
- **Fall 2025 Semester**
- **Spring 2026 Semester**

### **Training Requirements**

- \*PCs must complete an intensive, mandatory 5-day out-of-town training at the end of Spring 2025 before beginning their one-year coaching term. (Transportation, accommodations, and food will be covered.)
- Additional training sessions occur each semester to accommodate programming needs, faculty, staff, and student schedules.