

Statement of Inclusion

Residential Life Student Leaders will seek to understand and affirm all identities they serve to develop a culture where individuals challenge assumptions respectfully and engage in open discourse. Through a representative staff and equitable policies, they will continue to serve the evolving needs of the diverse communities.

Statement of Ethical Standards

In the acceptance of this student leadership appointment, student leaders devote themselves to exercising a high standard of ethical conduct in their actions both on campus and in the off-campus community. These standards include, but are not limited to, the UHS Housing License Agreement, SJSU Student Code of Conduct, departmental student leader expectations as well as all state and federal laws. For students holding multiple UHS student staff positions (RA, PASC, SAA, CDA) the release of a position in one role will impact the status in all other roles held within the UHS department.

Summary of Position

The Peer Academic Success Coach (PASC) is a part-time staff member appointed within University Housing Services. The Peer Academic Success Coach is assigned to the residential community of first-year students, including the students in the Theme Communities, or the continuing students to provide academic advising resources, and holistic and ongoing support to first-year students as they navigate college life and work with all students in establishing and achieving academic goals while becoming engaged on campus. Under the general direction of the Assistant Director of Academic Initiatives (or designee), the Peer Academic Success Coach reports to the Academic Initiatives Coordinators, receives training and support from staff at the Undergraduate Advising and Success Center, the Career Center, Peer Connections and the Academic Initiatives team.

Qualifications

You **MUST** meet the following qualifications, or you will NOT be eligible for an interview or position appointment:

- Student must have completed at least one full semester at San Jose State University as an undergraduate student.
- Semester GPA of 3.0 & Cumulative GPA of 3.0
 - Falling below a 3.0 GPA may result in loss of active appointment, and/or loss of eligibility for a subsequent appointment for the following semester.
 - Must have all A's and B's
- Undergraduate Student Status:
 - Minimum of 12 credits (no more than 18 credits per semester during appointment).*
 - As the appointment is for the full academic year, appointees who are graduating before May 2026 (Spring Graduation), are not eligible for appointment.
- Graduate Student Status:
 - Minimum 6 credits (no more than 9 credits per semester during appointment).*
 - As the appointment is for the full academic year, appointees who are graduating before May 2026 (Spring Graduation), are not eligible for appointment.
- Be in "good conduct standing" = no housing probation or disciplinary probation
- Successfully clear LiveScan & Accurate background check before starting the position
- Approved Reference: Must receive a recommendation from a faculty member who can speak to the candidate's content expertise and ability to communicate in the content area.

**Majors, such as nursing, may qualify for lower unit requirement exceptions based on departmental requirements. Staff must carry the minimum of requirements at all times. Staff are required to notify their supervisor immediately if they drop below the minimum credits. Regardless of Undergraduate or Graduate status, an individual must maintain 6 credits per semester to be eligible for appointment.*

Peer Academic Success Coach (PASC)

Employment Compensation

\$17.55/per hour
Priority registration upon appointment acceptance for Fall and Spring semesters

Terms of Employment

Appointment: Full Academic Year (Two weeks before the first day of classes in the Fall Semester - Spring Closing; dates TBA pending finalized SJSU 25-26 academic calendar)

Critical Dates:

- **Training:** There is **NO** exemption from participating in Student Staff Training.
 - Any activity/process/position that conflicts with attending mandatory Fall/Spring Training is not permitted, such as Associated Students, Orientation Leader, Study Abroad, potential internships, other job(s), personal events/commitments, etc.
 - Complete all aspects of required training.
 - Expected to be on-site to participate in Fall Training and assist Fall Move-In/Opening from **August 1, 2025 - August 19, 2025, OR two weeks before the start of classes**, whichever comes first.
 - Appointees are **not able to participate in outside commitments during this time**, including but not limited to (organization meetings, on-campus/off-campus jobs, non-academic coursework, personal events/commitments, etc.)
 - Expected to be on-site to participate in Spring Training approximately 2 weeks before classes start
 - Appointees are **not able to participate in outside commitments during this time**, including but not limited to (organization meetings, on-campus/off-campus jobs, non-academic coursework, personal events/commitments, etc.)
 - Individuals selected to be an **RA or TCRA are NOT eligible to be a PASC** due to not being able to meet the national training requirements
- Attend weekly PASC meetings Wednesdays from 3 pm - 5 pm
- Continued development training (typically offered at 2 separate times on Fridays)
- Hours per week allotted: min. 15 hours- max 20 hours (eligible for up to 40 hours per week during breaks)
 - Hours must be between 5 pm-12 am

Responsibilities

Academic-Related

- Assists students in becoming familiar with different aspects of the university and advises/refers students to specific campus resources when appropriate
- Actively listens to and guides students in identifying their personal, academic, and career goals
- Encourages and engages residents to develop their self-confidence, self-efficacy, and study strategies to become independent lifelong learners
- Meets one-on-one with students to create academic success action plans
- Works with students to identify ways to overcome potential success barriers
- Assists in case management of students in academic recovery with an asset-based strategy
- Assists in the development and facilitation of workshops and programs for academic success
- Assists students in navigating the virtual environment and academic processes
- Participates in the Canvas Residential courses

Communication

- Employs communication strategies for academic success through online platforms and tools (e.g. create promotion materials for AI events and projects, post on the Sammy App, create flipbooks, Flipgrid, and Padlet)
- Utilizes e-mail and Canvas messaging to communicate with students to engage with the residents

- Contributes to the online engagement strategy of the Academic Initiatives within the framework of the Residential Curriculum

Responsibilities Continued

Relationships

- Collaborates with Faculty-in-Residence as part of the academic support team
- Creates relationships with the students of the assigned Theme Communities
- Partners with the Resident Advisor and residential student leader teams (e.g. RHA)
- Collaborates with the Colleges and the campus Student Success and Affinity Centers

Performance Standards

- Serves as a role model for students to transition into and navigate through the college process effectively
- Demonstrates effective academic success strategies (e.g. use of campus resources)
- Plan and implement 1-2 programs per month (specific number contingent on PASC placement)

Other Responsibilities

- Serves as the connecting link between students and SJSU campus culture by providing campus-related resources, information, and referrals
- Maintains confidentiality and objectivity in all matters related to students and staff
- Knows and adheres to the Federal Educational Rights and Privacy Act of 1974 (FERPA)
- Responds appropriately to constructive feedback and supervision from the supervisor
- Discusses concerns or suggestions regarding the program with the supervisor
- Works as a productive and collaborative member of the Academic Initiatives and the rest of residential life Professional Development
- Attends and actively participates in all professional development activities facilitated by the Supervisor or other campus departments throughout the academic year
- Work in the Spartan Study Hub for scheduled shifts

Administrative - Meetings

- Meets 1:1 with direct supervisor in designated meetings through the academic year
- Attends weekly PASC team meetings; optional attendance of the Faculty-in-Residence meetings
- Holds Community hours for students
- Must check and respond to a determined email account every 48 hours
- Maintains updated reporting documents on student engagement, reflection journals, and other designated administrative documents
- Assumes other responsibilities as assigned by the Supervisor (or designee)