



POSITION DESCRIPTION

Quality Enhancement Plan Communication Coach

Department: Office of the Quality Enhancement Plan
Division: Academic Affairs
Reports Directly To: Office of the Quality Enhancement Plan and the QEP Faculty Coordinator

I. PURPOSE OF POSITION

Communication coaches will be responsible for assisting students, who utilize the Communication Facilitation Laboratory (CFL). The students served are primarily enrolled in First Year Experience 101 and 102, however students across the curriculum may utilize the resources.

II. QUALIFICATIONS/REQUIREMENTS

The candidate must have a major in Mass Communication or be a graduate student enrolled at GSU. A 3.0 GPA or above is required with a strong GPA in Mass Communication courses. Strong interpersonal skills and the ability to communicate effectively are also required. Oral communication in contrast to hard skills is not merely tutoring. It will require the ability to observe, encourage and provide feedback generated via CFL resources. The successful candidate must have completed at least FYE 102, along with Education 222. Candidate also must be available to coach 10 hours per week.

DUTIES AND RESPONSIBILITIES

- Complete Education 222 prior to hire
- Facilitate coaching sessions with individual students or small groups
- Attend specified workshops coordinated by the Office of the QEP
- Assist First Year Experience with oral communication assignments
- Utilize the Communication Facilitation Laboratory equipment and software
- Attends staff meetings as required
- Other duties as required by QEP Director and the QEP Faculty Coordinator