Transition Opportunities at University of Rochester (TOUR) – Lead Coach

Job Description

This student employment position is offered through the Rochester Center for Community Leadership (RCCL), which is part of the office of the Dean of Students in the undergraduate College at the University of Rochester. The mission of the RCCL is to educate students to become engaged citizens and leaders capable of creating positive social change in their communities. TOUR Lead Coaches will report to Catherine Lewis, Assistant Director, Rochester Center for Community Leadership.

Transition Opportunities at UR (TOUR) is an inclusive college initiative at University of Rochester for students with intellectual and developmental disabilities age 18-21. While in TOUR, students have the opportunity to participate in:

- College courses at University of Rochester (non-credit status)
- Vocational training and internships (paid or unpaid)
- Transition and independent living education
- Social activities on and off campus

TOUR Lead Coaches must have served as an academic coach with TOUR in a previous semester. Drawing upon lessons learned from past experience as a coach, Lead Coaches will function as a liaison between the TOUR homeroom, student organizations, and academic coaches. They will help to facilitate a more cohesive community among TOUR students, mentors, and others on campus, promote greater communication and collaboration, and serve as a reliable resource for current academic coaches as they engage with TOUR students in college courses.

Essential Duties, Tasks and Responsibilities

1. Serve as a Teaching Assistant (TA) in CAS 125: Creating an inclusive campus community: disability, mentorship, and inclusive higher education (Fridays, 2:00-3:15PM during the Fall semester)
2. Help lead weekly Academic Coach team meetings during the spring semester in collaboration with Catherine Lewis
3. Provide regular support to current academic coaches:
   a. Hold office hours for current academic coaches at least 3 hours/week at a regular, recurring time
   b. Research and send out helpful resources for current coaches
   c. Be available to the team of current academic coaches for as-needed meetings outside of regular office hours
4. Serve as a liaison between the TOUR classroom and students, academic coaches, and UR student organizations (with emphasis on People First Initiative)
a. Regularly visit the TOUR classroom to check in with TOUR students and staff (the best time to do this is on weekdays between 8-9AM) 
b. Attend People First Initiative meetings and programming whenever possible and keep TOUR students and coaches apprised of social opportunities hosted by PFI and other student organizations 
c. Plan at least one social event each semester open to all TOUR students, coaches, and friends  
5. Other tasks as necessary to help promote an inclusive campus community and facilitate effective peer mentorship.  

Total weekly time commitment: ~8 hours/week  

Compensation: $9.75/hour  

Required Qualifications:  
- Experience serving as an academic coach with TOUR in a previous semester 
- Commitment to social, academic, and general inclusion of students with disabilities 
- Desire to support fellow students in an individual mentoring capacity 
- Creativity and flexibility 
- Strong communication skills: both written and verbal 
- Strong organizational, academic, and executive functioning skills 
- Conduct oneself in a professional manner 
- Excellent interpersonal skills 

If you have any questions about the TOUR Lead Coach position, please email Catherine Lewis at catherine.lewis@rochester.edu.