



Position Title: Academic Coach

DEPT: Nursing

REPORTS TO: Program Director for the RPED Nursing Grant

FLSA: Non-Exempt

SALARY: \$50,000 (*grant funded position, subject to funding availability*)

Academic Coach - Nursing Students

Job Summary

The Academic Coach will provide personalized support and guidance to BSN nursing students, focusing on enhancing their academic performance, test-taking skills, and overall confidence within the program. The coach will play a pivotal role in helping students achieve their goals, particularly passing the NCLEX exam.

Essential Duties and Responsibilities

- **Individualized Coaching:** Conduct one-on-one coaching sessions to assess student needs, identify areas of improvement, and develop personalized learning plans.
- **Test Preparation:** Provide comprehensive NCLEX preparation, including guidance on test-taking strategies, practice exams, and content review.
- **Skill Development:** Assist students in developing effective study habits, time management skills, and note-taking techniques.
- **Confidence Building:** Foster a supportive and encouraging environment, helping students overcome academic challenges and build self-belief.
- **Resource Navigation:** Guide students in utilizing available academic resources, such as tutoring, supplemental instruction, and library services.
- **Collaboration:** Collaborate with faculty, advisors, and other support staff to ensure a cohesive and supportive learning environment.
- **Data Tracking:** Monitor student progress, collect data on outcomes, and provide regular reports to program administrators.

Qualifications

- Bachelor's degree in nursing or a related field required.
- Experience in nursing education or tutoring.
- Strong understanding of the NCLEX exam and nursing curriculum.
- Excellent communication, interpersonal, and organizational skills.

- Ability to work effectively with diverse student populations.
- Passion for student success and a commitment to lifelong learning.

Preferred Qualifications

- Master's degree in nursing education or a related field.
- Experience as a nursing instructor or clinical preceptor.
- Knowledge of learning theory and adult education principles.
- Proficiency in using educational technology tools.

BENEFIT PACKAGE *(benefit eligible is at least .75 FTE):*

- Health Benefits - medical, dental, and vision
- No cost life insurance, unless adding additional.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Program
- Additional plans are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application LINK: [Employment Application](#)

Review of applications will begin immediately and will continue until the position is filled.

Qualified candidates may submit application material to: HumanResources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

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