



### **Launchpad for Success** *Job Description*

#### **About Launchpad for Success**

Launchpad was created in the fall of 2020 by OID (in partnership the Center for Excellence in Peer Education, the Career Center and the Office of Multicultural Services) to address equity gaps in mentoring, career development and experiential learning among freshmen and sophomores (especially African American, Latino/a, Asian and Native American) at the College of Charleston. After a two-year building process, the program is welcoming its first cohort of students (led by peer coaches) this fall. Visit [go.cofc.edu/launchpad](http://go.cofc.edu/launchpad) to learn more about the program.

**Position:** Peer Coach  
**Hours:** Minimum of 5 hours per week; up to 10 hrs. a week  
**Pay:** \$10.00/hour  
**Reports To:** OID Program Coordinator

**Close Date:** Sept. 23

#### **Criteria**

- Be in good academic standing with a GPA of 3.0 or higher
- Be a rising junior or senior by the time of employment
- Available to work some evenings for monthly peer coaching meetings and Launchpad meetings (5:00-8:00 p.m.)
- Able to commit to serving in OID's Launchpad for Success program for one academic year (Fall and Spring)
- Ability to develop rapport with Launchpad students, OID staff and other campus stakeholders
- Strong knowledge of the College of Charleston including academic support resources
- Serve as a positive role model by demonstrating ethical behavior and good judgment
- Successful completion of *TEDU 205, Exploring Leadership: Building Peer Facilitation Skills during Express* course sessions (if not already completed), preferably prior to employment

#### **Duties**

- Create lesson plans aligned with themes and outcomes in Launchpad's program sequence for monthly peer coaching sessions
- Facilitate monthly peer coaching sessions for assigned cohort during the fall and spring semesters using lesson plans created
- Provide 1:1 peer-to-peer coaching for assigned cohort by appointment or drop-in basis (at discretion of Peer Coach)
- Routinely encourage Launchpad students to participate in planned program activities and make use of campus resources (communication method at Peer Coach's discretion)
- When appropriate, share knowledge of academic resources offered by CofC and refer students to seek additional assistance as needed
- Under advisement of Launchpad's graduate assistant, maintain tracking system of program engagement for assigned student cohort
- Attend bi-weekly Launchpad team meetings for updates on student progress, troubleshooting, idea sharing, etc.
- Perform other tasks as assigned

#### **Desired Skills**

- Great communicator with compassion and empathy for others
- Good time management skills
- Willingness to receive constructive feedback
- Creative/critical thinker
- Reliable, tactful, and professional
- Self-starter, able to work independently and collaboratively
- Able to follow written and verbal instructions and meet established deadlines
- Interest in helping others to discover their potential
- Experience working or communicating with individuals from a diverse background a plus
- Working knowledge about academic and co-curricular resources and opportunities at CofC

#### **Benefits of Participation**

- Develop a personal coaching style
- Further develop essential competencies like communication, teamwork, leadership, organization, analysis, and problem solving
- Increase your network of peers and staff across campus
- Hourly paid position

#### **Performance Standards**

- Maintain at least a 3.0 GPA each semester of employment
- End of Semester Performance Review

#### **Support from OID Staff**

- Departmental Orientation
- Necessary program information and resources to assist peer coaches in completing assignments
- Bi-weekly team meetings to answer questions, share ideas and help troubleshoot as issues arise
- Open door policy for questions, concerns, etc.

**Please apply Here:** <https://docs.google.com/forms/d/e/1FAIpQLSd3eKuOISevswy9puSul74RL1ryKbNYHeOccSvwKjnDVMb17g/viewform>