

**2014-2015 Reaching Inside Your Soul for Excellence (RISE) Mentoring Program
COACH POSITION REQUIREMENTS AND AGREEMENT
University of Pittsburgh | Office of Student Life**

Terms & Conditions:

1. Meaningfully contribute to providing RISE students with the best collegiate experience in the world.
2. Provide students with academic guidance and support including but not limited to assisting with course syllabi, note-taking skills, study habits, time management, and faculty engagement.
3. Meet individually with students on a regular basis (bi-weekly) to develop an effective rapport and mentoring relationship.
4. Promote interaction with and among students, mentors, and faculty in an effort to connect students with one another, mentors, and the University community.
5. Attend and monitor bi-weekly evening study sessions (7-10pm, Monday through Thursday).
6. Outreach to parents/families, professors, advisors, and mentors, as appropriate.
7. Assist with the development of and participate in RISE programming, including weekend and evening events as required by the Program Director.
8. Evaluate the progress of each student and provide the Program Director with semester progress reports including determining book award eligibility.
9. Actively help retain and contribute to the persistence and graduation of RISE students.
10. Explore innovative and effective strategies to enhance the student experience for all students.
11. Encourage participation in student organizations, student organization activities, and the Outside the Classroom Curriculum (OCC).
12. Maintain regular and open communication with the Program Director. Check and respond to e-mail regularly.
13. Attend weekly staff meetings.
14. Protect the rights of students in respect to educational records as defined by the Family Educational Rights and Privacy Act (FERPA) and other relevant privacy laws.
15. Disseminate information to students in a timely manner.
16. Communicate student and staff concerns to the appropriate person(s) and provide appropriate referrals and documentation.
17. Assist with special assignments and projects as needed.

I understand and agree to the abovementioned RISE Coach position requirements for the 2014-2015 academic year. I understand that I am evaluated by the Program Director on my ability to meet the position expectations and requirements and produce student performance outcomes (e.g., student retention, participation, and academic performance.) I understand that I must abide by the Student Code of Conduct and conduct myself in a manner consistent with the values and expectations of the University of Pittsburgh. I must remain in good standing with the University including but not limited to good academic standing. I understand that my performance is evaluated on a regular basis throughout the academic year. I understand that failure to abide by these terms will provide cause for a review of my employment status and possible termination.

Printed Name of Coach: _____

Coach Signature: _____

Program Director Signature: _____

Date: _____