



Kinesiology Peer Academic Coach (KPAC) Position Description

Role overview

The KPAC team is a group of enthusiastic, compassionate, committed upper-year Kinesiology students who provide individualized support to their fellow peers in the form of one-on-one, strengths-based conversations and study skills-based workshops.

Coaches are trained to facilitate conversations which utilize open-ended questions and active listening to ensure that the student's concerns, problems or issues are fully heard and understood. The coach will then work with the student to create a plan of action that addresses the unique needs identified during the coaching conversation. This may also involve making referrals to a variety of campus resources in order to ensure the student is receiving the best support. Following the conversation, the coach will continue to check in and follow up if needed.

Coaches will also be trained in the creation and facilitation of workshops and will be given the opportunity to host one academic success workshop per term.

Coaches not only have the opportunity to make a positive impact on other students, but to also develop professional skills and gain leadership experience.

Organizational Relationship

The KPAC team will be comprised of 8 upper-year Kinesiology students who are interested in supporting, enhancing, and developing the academic experiences of their peers and building a sense of community within the School of Kinesiology. KPAC is a student-driven team that works directly with the Student Engagement Officer (Kinesiology), and in close collaboration with the Kinesiology Undergraduate Advising office. The KPAC team will attend regular meetings for continued training, to share experiences and to support one another.

Primary Functions

Provide excellent service to Kinesiology students through:

- Supporting in the delivery of educational workshops to generate higher levels of academic success and address the needs of the student population
- Actively looking for the needs of the Kinesiology student population and brainstorming ways to address them

Engage in personal and professional skill development through:

- Developing high-level competencies in areas including; self-regulated learning strategies, communication, task analysis, problem solving, adaptability, initiative and motivation.
- Actively participating in experiences that are integrated into the training and leadership development curriculum for KPAC
- Actively engaging in a year-long project/initiative with other KPAC coaches, such as "Promotions", "Team Building and Recognition", or "Outreach"
- Actively engaging in opportunities that are considered to be a part of the curriculum of leadership development for UBC Peer Programs, including key training sessions described under 'Time commitments' below.



Provide insightful and compassionate support to Kinesiology students by:

- Participating in the one-on-one coaching of students who have been connected with you through online registration, advising pairings, as well as drop-in coaching hours
 - Coaches will utilize self-regulated learning principles as the basis for their coaching discussions. Self-regulated learning involves the coach and participant co-constructing strategies resulting from a detailed task analysis. Discussions aim to promote positive self-perceptions of competence, and consider the environment and emotional state of the student, any motivational challenges or unmet basic needs which might be impacting the student's ability to complete the task.
 - This involves providing support for topics such as developing study skills, building time management plans, talking through how to approach academic tasks such as writing a paper and offering advice for getting involved on campus
 - This may also involve referring students to a variety of different services/resources across campus and in the community
- Providing a warm, welcoming, and safe environment for Kinesiology students to discuss their academic and overall UBC experience.
- Contributing to a collaborative and supportive culture among all coaches hosting drop-in hours

Role model outstanding student leadership on campus by:

- Referring students to a variety of different services/resources across campus and in the community as required
- Embracing the role as an ambassador for student leadership and representative of the KPAC program
- Draw on your own student experience to provide compassionate and relevant coaching conversations
- Conducting yourself in a way that is consistent with KPAC's values in coaching sessions
- Actively looking for major needs of the Kinesiology student population and brainstorming ways to address them

Time commitments

Important Dates

You must be available for:

- Welcome Lunch on Wednesday, April 12, 2023 from 11:00am-1:00pm. *This lunch can be missed if you have a course conflict
- Asynchronous training that will take place in August.
- (*Optional*) Imagine Day (Tuesday, September 5, 2023, half day) – to assist in marketing KPAC and our services to incoming new-to-UBC students
- Weekly Tuesday team meetings (5:00-6:30pm) beginning Tuesday, September 12, 2023
- KPAC Retreat (Saturday, September 16, 2023, half day) - training designed to further develop your leadership, facilitation and coaching-specific skills.

Regular Meetings

Tuesdays from 5:00PM – 6:30PM (September – April, excluding the exam period and winter break).

****Note: these meetings are mandatory and if you are a successful applicant, you will be required to clear your schedule of classes and other commitments during this time. Please do not apply if you are unavailable during this time.***



Weekly Commitment

Successful candidates will be expected to prioritize their involvement in the KPAC team and must commit to a minimum of 3 hours per week (which include the meeting time mentioned above). Some weeks you may volunteer between 3-5 hours depending on the needs of the team. You will not be expected to participate during final exam season.

Your responsibilities include (but are not limited to):

- Participating in at least two x 1-hour coaching shifts per week
- Attend regular meetings on Tuesday evenings throughout the term
- Participating in a year-long project/initiative with other KPAC coaches
- Creating and facilitating an academic skills workshop once per term
- Other hours as required based on team needs

Desired skills and experience

- A current standing of 70% or greater in your most recent 30 credits. (Students who have experienced academic struggle prior to the past year are encouraged to apply)
- Demonstrated openness to learn about yourself and others, while developing as a young professional and compassionate student leader
- Openness to reflecting on your own successes and challenges with the ability to apply these to future experiences and potentially to inspire and motivate others
- Excellent communication skills, demonstrated leadership and interpersonal skills
- Demonstrated ability to take initiative, identify needs, work independently and within a team to generate creative solutions (thus utilizing self-regulated learning principles on your own participation in the role)
- Ability to meet all responsibilities, attend and engage in all mandatory training dates, and fulfill all other expectations outlined above

Benefits of participating in this role

Involvement in the University community

- Increased opportunities for partnerships with programs and peers across campus and a chance to learn from individuals with varied expertise
- Close interaction and collaboration with Kinesiology Undergraduate Advising, the Centre for Student Involvement and Careers, and students from multiple peer programs across campus

Develop a specific set of professional competencies

- Skills in communication, team-building, problem solving, facilitation, and personal and professional growth
- Skills in leadership, developed within the contexts of the KPAC team and Kinesiology student body

Learning opportunities to further your personal and professional development

- Receive training on how to effectively use the UBC Peer Programs Coach Approach in your 1-on-1 coaching interactions with students. This includes understanding how to apply the 80/20 Conversation model (Gallup Inc., 2012)
- Develop a reflective approach to your own coaching practice to identify strengths and determine areas of improvement
- Receive training in self-regulated learning strategies, and apply these principles to your conversations with peers



Commitment to Equity and Inclusion

Equity and diversity are essential to the UBC community, and are essential to KPAC programming that will support Kinesiology students. We want our program to reflect the diversity and experiences of students across campus. We encourage students from underrepresented groups to apply, including but not limited to Indigenous students, international students, students with disabilities, people of colour, Black students, 2SLGBTQIA+ (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual) students and people from other historically, persistently and systemically marginalized communities. We welcome you to self-identify if you belong to any of these groups.

The KPAC Program also recognizes that volunteering is a privilege. The weekly commitment for KPAC may not be feasible for some students who need accommodations based on chronic health conditions, disabilities, mental health, and/or other lived experiences. If you have specific accommodations with regards to your ability to participate and contribute to the program, please connect with the KPAC Program Advisor listed below to discuss what accommodations can be made for your particular circumstance/situation.

Contact for enquiries

Please direct any questions to:

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