



**Position Title:** Part-Time Student Life Skills Coach

**Job Code:** 8105

**Reports To:** Department Chair

**Grade:** HI

**FLSA:** Exempt

**Job Description:**

The Part-Time Student Life Skills Coach will orient Student Life Skills (SLS) faculty and arrange/coordinate shared experiences for SLS classes.

**Duties & Responsibilities:**

- Orients new SLS instructors to teach Student Life Skills courses for the Social Sciences Department.
- Provides SLS course updates for current SLS instructors as needed
- Facilitates the sharing of best-practice knowledge among SLS instructors
- Works with SLS instructors to arrange and coordinate shared student experiences for all SLS classes.
- Works with the Social Sciences Department designee to implement PET and 3S training for SLS instructors
- Assists SLS instructors in implementing PET and 3S instruction in their classes
- Prepares reports and data related to the teaching of SLS courses as requested by the Chair of Social Sciences Kendall
- Assists the Department in administering Student Feedback Surveys to SLS classes
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Master's degree in Psychology, Sociology, Education, Social Work, Guidance and Counseling or a behavioral science or a Master's degree and eighteen (18) graduate hours in Psychology, Sociology, Education, Social Work, Guidance and Counseling or a behavioral science; and recent experience teaching Student Life Skills courses at Miami Dade College
- Excellent people skills/computer and communication skills
- Knowledge of the Kendall Campus would be helpful
- Must be able to work independently with minimal supervision

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name