

Peer Support Coach position

General Summary:

Are you passionate about helping others succeed? Academic Continuity & Engagement (ACE) and the Office of Multicultural Student Success (OMSS) are looking for undergraduate and graduate students to join our team as Peer Support Coaches for the 2025-2026 academic year!

As a Peer Support Coach, you'll play a key role in guiding DePaul students toward academic and personal success. In addition to supporting students overcoming academic obstacles, you'll help freshmen, first-generation, and transfer students navigate their transition to DePaul. Through one-on-one coaching and peer-to-peer support, you'll help students connect with the DePaul community while developing essential skills in time management, study strategies, note-taking, goal-setting, and resource navigation.

This role is all about making a difference—helping students tackle challenges, build academic confidence, feel a sense of belonging, and make the most of their DePaul experience. If you're a strong communicator, a supportive peer, and excited to empower others, we'd love to have you on our team!

Principle Duties, Responsibilities and Other Job Related Information:

- Conduct outreach - initiate communication with assigned population via email, text, and phone.
- Provide general coaching/mentoring- meet with students one-on-one to create personalized plans for success.
- Conduct warm hand-offs to department staff or other campus resources
- Document interactions and provide follow-up communications.
- Assist with planning and facilitating department events.
- Attend regular team meetings, trainings, and one-on-one meetings with managers.
- Assist with staffing the Student Success Lounges which includes being available for drop-in coaching, answering questions and referring students to resources.

Position Requirements (Minimum knowledge, skills, and abilities required):

- To be eligible for this role, you must:
- Have completed at least three quarters at DePaul.
- Maintain a minimum cumulative GPA of 2.75.
- Possess strong interpersonal skills, including empathy, communication, problem-solving, and leadership, with a willingness to continue developing these skills.
- Demonstrate strong written and verbal communication skills.
- Exhibit effective time management and the ability to motivate both yourself and others.
- Stay informed about DePaul student resources and the student experience.
- Maintain a commitment to DePaul's mission and values.
- **If you are a graduate student:** you must have attended DePaul as an undergraduate student.
- Prior experience as a mentor, coach, or tutor is helpful but not required.

Schedule, Work Location, and Training Expectations:

- Must be available and willing to work 10-15 hours per week in-office.
- Office hours are typically scheduled Monday-Friday, 9-5pm; specific schedules are arranged by supervisors. Some afterhours work may be required.
- Available to work on both the Loop and Lincoln Park campus in person.
- Must attend our All-Staff meeting on Friday, June 6, complete online trainings over the summer, and attend in-person orientation & trainings in late summer.

Position Benefits

- Paid sick leave.
- Be a part of a collaborative team where you can build connection and camaraderie.

Gain valuable experience in:

- Communication and relationship-building, enhancing your ability to connect with others.
- Time management and organization, helping you balance responsibilities effectively
- Event planning and program facilitation, developing skills in coordination and leadership.
- Diversity and identity awareness, deepening your understanding of different perspectives and challenges.
- Leadership development, strengthening your unique skills and confidence.
- Experience the personal satisfaction of making a difference by helping others succeed.

Please review the [Chicago Paid Leave Policy](#) and the [Chicago Sick Leave Policy](#). As a reminder, student employees are not eligible for paid holiday leave under these policies.

Pay: Peer Support Coaches start at \$16.20/hour

Application Priority Deadline: Friday, April 11, 2025

Required Application Materials:

- **Resume**
- **A Cover letter that responds to the following prompt:** A critical aspect of the Peer Support Coach role is the ability to articulate your DePaul experiences and make meaningful connections with students to help them make the most of their time at DePaul. How have you made meaning of your experiences, and in what ways will you help students connect?

Please apply only through the Campus Job Board: <https://campusjobboard.depaul.edu>