**FAQ for Graduate Students Interested in Working as a Graduate Learning Coach (GLC) at the Learning Center**

**Why should I apply?**

Employment as a GLC in the Learning Center provides a wonderful opportunity to expand your skills and experiences working with students, develop academic coaching skills, and join a community of graduate students from across the university. Past coaches have found that their Learning Center training and experience are highly valued by employers and have described working at the Learning Center as one of their best graduate school experiences.

**How much will I work?**

Graduate students work 15 hours per week. You'll never do less than that – you'll be busy with Learning Center activities during all of your scheduled hours. But you'll never need to go over those scheduled hours. Except for a small amount of preparatory reading over the summer and the week of training in August (the week directly prior to the beginning of classes), all of your Learning Center work will occur during your regularly scheduled hours.

**Where will I work?**

Graduate students work in our primary campus location in SASB-North with occasional shifts in our satellite location in Greenlaw. Workshops, frequently led by graduate students, are held in the Undergraduate Library.

**What kind of work will I do?**

**A Graduate Learning Coach (GLC)** will spend the majority of your time providing academic coaching to students in one-on-one appointments that last for 45 minutes. You’ll also develop tools and resources for the Learning Center, attend weekly staff meetings, facilitate workshops, run coaching groups and participate in special projects. In the spring semester, resource development becomes a prominent aspect of GLC work. The Learning Center has a team-oriented and collaborative work environment. We value the ability to work both independently and collaboratively.

**What kind of training is provided?**

Initial training is provided the week directly before classes begin, followed by ongoing training and support throughout the year. During the fall training week, you will primarily learn and practice the Learning Center’s academic coaching model.

All graduate students must attend and be available from approximately 9:00 am to 4:00 pm to attend all of fall training week, which is the week directly before classes begin.

**How will the Learning Center determine my schedule?**

During the semester, the Learning Center is open Monday through Friday beginning at 9:00 am and ending between 5:00 pm and 7:00 pm, depending on individual staff schedules.

You will submit a schedule request before each semester begins and then Learning Center administrators will create your work schedule. Our overarching goal is to meet everyone's needs and provide coverage in the Learning Center.

Graduate Learning Coachhours will be distributed between three to four days a week and will also include at least one full evening (5:00 pm to 7:00 pm).

Once the schedule is set, it remains the same for the entire semester. There are ways to make up hours if you need to miss work due to an illness or conference attendance. Options for making up hours include covering for another coach, facilitating workshops and helping staff Learning Center events.

**Do I have to be a full-time graduate student to apply?**

Yes. To work at the Learning Center, you must be a full-time, degree-seeking student in residence concurrently enrolled in a graduate program at UNC-Chapel Hill. Being enrolled in dissertation credit-only satisfies this requirement.

**Does the Learning Center provide assistance with tuition?**

The Learning Center does not have a funding line to cover tuition or reduce out-of-state student tuition to in-state levels. Whether our Graduate Learning Coaches receive such assistance depends on the policies of their individual departments and of the Graduate School. We are happy to confirm that you are serving as a teaching assistant (which is generally what UNC considers our GLCs to be).

Graduate Learning Coaches will receive the university standard teaching assistant stipend of $10,000/semester. You will be eligible for health insurance for the academic year.

**Could I be hired for this summer (Summer 2023)?**

No. For the summer, we only hire people who have already been through our training and have worked in the Learning Center already. If you are part of our staff next year, you can apply to work in future summers.

**Where can I get more information?**

Please contact Kristen Rademacher by email krademacher@unc.edu. We appreciate your interest in joining our staff and would be happy to answer any questions.