

## Graduate Students

### General Description:

A COMM Lab Coaching Staff member provides specialized, one-on-one communication skill and presentation coaching to students seeking to enhance their speaking skills. The staff member reports directly to the Director of the Communication Lab.

### Job Duties:

- ❖ Meet with students at set appointment times to enhance communication and presentation skills
- ❖ Apply knowledge and skill in speech critique to enhance the delivery of student communication and presentation skills
- ❖ Adapt coaching to different communication contexts based on the type of presentation given
- ❖ Demonstrate proficiency in using technology to record and post student presentations to an online platform
- ❖ Maintain contact with Director to assess any issue that may interfere with the delivery of services
- ❖ Maintain contact with ITAC to address technology issues that may interfere with the delivery of services
- ❖ Assist in promoting the Lab to students across campus
- ❖ Attend trainings to enhance proficiency in technology use and delivery of constructive critique
- ❖ Aid in quantitative and qualitative data collection to assess the performance of the Lab and staff
- ❖ Maintain a presence on social media to promote the Lab and its services
- ❖ Perform additional duties as assigned

### Terms of Employment:

Enrolled in at least nine (9) semester credit hours of coursework leading to the completion of an M.A. degree in the Department of Communication Studies.

Maintain a 3.0 Texas State grade point average in coursework leading to the completion of an M.A. degree in the Department of Communication Studies.

Work 10-20 hours per week as assigned

Pay: \$14 per hour

**Required Qualifications:**

- ✓ Successful admission to the Graduate College
- ✓ Earned a Bachelor's Degree from an accredited institution of higher education
- ✓ Ability to work competently with another person to deliver a customize, constructive critique of a performance
- ✓ Ability to work with individuals who experience high speaking anxiety to facilitate their success
- ✓ Demonstrate the ability to use technology to facilitate the process of presentation coaching
- ✓ Ability to maintain a professional and positive representation of self and the Department of Communication Studies