UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Academic Advisor/Learning Specialist for Student-Athletes

DIVISION: Academic Affairs (University College)

REPORTS TO: Assistant Dean, University College and Special Academic Programs

GRADE: 10

SUPERVISES: Professional Staff

BASIC FUNCTION:

Serve as Academic Advisor/Learning Specialist, working to ensure that student-athletes' academic needs (advising, tutoring, life skills) are met and that “at risk” students meet NCAA academic progress requirements. Work with student data management systems. Travel with the teams, working with the student-athletes evenings and weekends as needed. Collaborate with other advisors/learning specialists, and with the Associate Athletic Director and the Assistant Dean of University College to maximize academic support services for student athletes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Conduct weekly individual advising meetings with student-athletes and prepare written reports to document their academic progress and NCAA continuing academic eligibility.

Coordinate services to proactively address the academic needs of student-athletes (i.e., learning disabilities identification/testing, tutoring, study skills, time management, etc.).

Maintain close communication with athletic directors and coaches regarding academic progress of student-athletes.

Require student-athletes to meet with their academic major advisor at least once a semester for early registration purposes and for review of degree progress.

Chart individual course requirements for each student, assist in short- and long-term planning for meeting those requirements, and prepare written reports outlining each student’s progress.

Serve as the Student-Athlete Affairs/Life Skills Specialist. Develop and implement life skills programming for all student-athletes, including personal development, career development, and leadership activities.

Work with other advisors for student athletes to coordinate all tutoring assistance.

Maintain regular communications with faculty regarding individual student's progress within the classroom and other non-academic issues, and discuss appropriate intervention.

Ensure the availability of testing and support services for student-athletes with learning disabilities.

Collaborate with the Compliance staff in the monitoring of the NCAA Academic Progress Rate (APR), to include tracking and projections, and the development and implementation of improvement plans.
Meet with prospective student-athletes during official and unofficial visits as needed.

Be available to travel with teams as assigned by the Associate Athletic Director.

Be available to work evenings and weekends.

**OTHER DUTIES AND RESPONSIBILITIES:**

Develop and implement Student-Athlete Affairs/Life Skills programming for all student-athletes, including personal development, career development, and leadership activities.

Coordinate Ram Skills Day; an orientation for all first year student-athletes.

Prepare and manage the Student-Athlete Affairs Program budget.

Coordinate the annual student-athlete etiquette dinner.

Design and coordinate campus and community outreach opportunities for student-athletes.

Facilitate the annual revision of the student-athlete handbook.

Serve as a liaison to the Student-Athlete Advisory Committee (SAAC).

Serve as the chairperson to the Student-Athlete Affairs Advisory Team.

Strict adherence to NCAA, Conference, and University policies and regulations.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, database and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master’s degree in education, student personnel, counseling, psychology, sports administration, or related field; minimum of two years of experience working with academic support programs for NCAA Division I student-athletes; demonstrated knowledge of best practices related to the delivery of academic services for student-athlete populations; demonstrated knowledge of student data management systems; demonstrated ability to work with students who are academically "at risk"; evidence of programming success around student development or life skills competencies; availability to travel with teams and to work evenings and weekends as needed; demonstrated ability to work effectively with individuals from diverse educational, cultural, and economic backgrounds. Appointment subject to NCAA violation report clearance.

**PREFERRED:** Experience with identifying and coordinating testing and support services for student-athletes with learning disabilities. Demonstrated comprehensive knowledge of NCAA Academic Progress Rate (APR) and academic eligibility requirements.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**