

Class Code:.....0132  
Position #:(PSA)....7408  
Developed by:.....SG  
Reviewed by:.....  
Approved by:.....  
Date:.....8/97

UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Academic Advisor/Learning Specialist  
**DIVISION:** Student Development  
**REPORTS TO:** Associate Director, Athletics  
**GRADE:** 10  
**SUPERVISES:** Students

**BASIC FUNCTION:**

Provide academic advising on an individual and group basis for at-risk student athletes and insure that the students progress toward graduation in a timely and systematic way. Assist supervisors in the delivery of services to student athletes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Instruct two sections of a course for freshman athletes.

Hold weekly sessions with each team member; be available for additional extended sessions with any team member.

Be aware of and chart individual course requirements for each student, assist in short and long-term planning for meeting those requirements, and prepare a mid-semester evaluation.

Assist and encourage students in initiating and following through on individual contact with faculty.

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

As necessary, meet with student athletes who are on probation.

Provide consistent strategy-based tutoring to students to develop their metacognitive skills and study habits, and provide referrals for content tutoring where needed.

Coordinate and monitor study hall for student athletes as needed.

**OTHER DUTIES AND RESPONSIBILITIES:**

Keep coaches informed as to students' progress and/or problems.

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Bachelor's degree in education, psychology or related field required; master's degree preferred. The following are required: minimum of two years of successful academic advising experience in higher education working with varied racial and cultural groups; demonstrated ability to communicate with diverse populations; familiarity with the philosophy of higher education opportunity programs. Must possess the ability to communicate effectively verbally and in writing and be able to organize, coordinate and supervise support staff. Must possess strong interpersonal skills. The following are preferred: knowledge of NCAA satisfactory progress rules for student athletes; experience as an academic counselor for student athletes at the Division I level.

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

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