

Job Code 100437
Position#: (PSA).... (E)
Developed by:.....LM
Reviewed by:.....SG
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Academic Advisor/Learning Specialist for Student-Athletes
DIVISION: Academic Affairs (University College for Academic Success "UCAS")
REPORTS TO: Assistant Dean, University College for Academic Success
GRADE: 10
SUPERVISES: Professional Staff

BASIC FUNCTION:

Serve as Academic Advisor/Learning Specialist, advising student-athletes and working to ensure that their academic needs are met and that "at risk" students meet NCAA academic progress requirements. Work with student data management systems. Collaborate with other advisors/learning specialists, and with the Associate Athletic Director and the Assistant Dean of UCAS to maximize academic support services for student athletes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Conduct regular individual and group advising meetings with student-athletes and prepare 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.

Communicate individual course requirements to each student, assist in short- and long-term planning for meeting those requirements, and prepare reports outlining each student's progress.

Manage student athlete study hall including hiring, training and scheduling of undergraduate student workers. Use software to manage and report student athlete study hall hours. Collaborate with the Academic Enhancement Center for shared software needs.

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

Collaborate with other athletic advisors to support student athlete success and participate in department programming.

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.

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Meet with prospective student-athletes during official and unofficial visits as needed.

Be available to work evenings and weekends.

OTHER DUTIES AND RESPONSIBILITIES:

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

Assist in coordinating Ram Skills Day; an orientation for all first year student athletes.

Prepare and manage the Student-Athlete Affairs Program budget.

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

Shared responsibility for annual revisions of the student-athlete handbook.

Maintain 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 in higher education (including graduate assistantships); 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"; willingness to travel with teams and to work evenings and weekends as needed; demonstrated strong interpersonal and verbal communication skills; demonstrated proficiency with written communication skills; and, demonstrated ability to work with diverse groups/populations. Appointment subject to NCAA violation report clearance.

PREFERRED: Demonstrated experience working with academic support programs for NCAA Division I student-athletes; Demonstrated comprehensive knowledge of NCAA Academic Progress Rate (APR) and academic eligibility requirements; Demonstrated experience with PeopleSoft, TutorTrak, Sakai and Starfish; and, Demonstrated experience with identifying and coordinating testing and support services for student-athletes with learning disabilities.

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