

Job Code: 101328
Position#: NUNC . (E)
Developed by:LCM
Reviewed by: .LK, DLJ
Approved by:LK
Date: 10/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Athletic Academic Support Program

DIVISION: Academic Affairs (UCAS)

REPORTS TO: Assistant Dean, UCAS

GRADE: 7

SUPERVISES: May supervise students

BASIC FUNCTION:

Provide academic support through tutor hall oversight, assist Academic Advisors/Learning Specialists with execution of individualized special advisement plans for student athletes, assist on an individual and/or group basis for students learning how to register for courses in e-Campus, ensure that student athletes seek advisement from professional/faculty advisors and access services from Athletic Advisors/Learning Specialists at the tier level appropriate for their needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide comprehensive and consistent communication plan to student athletes on behalf of athletic academic advisors/learning specialists.

Assist with special programming under the supervision of athletic academic advisors/learning specialists (i.e. Captain's programming, Legacy Night etc.).

Assist advisors in organizing mid-semester evaluations of student athletes.

Oversee study hall operations including guiding tutors in use of TutorTrak.

Assist in coordinating and facilitating academic support services such as study skills workshops for student athletes.

Assist in the marketing of life skills special events such as fall and spring speakers, seminars and new student athlete orientation.

Maintain confidential records, reports, and documentation regarding Student Athletes.

Maintain adherence to all university and NCAA policies.

Perform other duties and responsibilities as assigned.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of two years' experience working with student athletes (may include graduate work); Demonstrated experience in organizing small to large scale programs; Demonstrated strong verbal and interpersonal communication skills (including public speaking); Demonstrated proficiency in written communication skills; Demonstrated computer skills; Demonstrated ability to work with diverse groups/populations; and, Demonstrated ability to collaborate with coaches, faculty and staff.

PREFERRED: Master's Degree; and, Demonstrated experience with PeopleSoft, TutorTrak, and Starfish.

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