



## CLARK ATLANTA UNIVERSITY

### Job Description

<b>Position Title:</b>	<b>Athletic Academic Advisor</b>
<b>Department:</b>	<b>Athletics/Office of the Provost</b>
<b>Reports To:</b>	<b>Deputy Athletic Director for Compliance/Associate Provost of Student Success and Innovation</b>

*The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.*

#### ***General Function (Description):***

The Athletic Academic Advisor is responsible for providing academic advising and support for student-athletes to ensure that they make satisfactory/appropriate academic progress towards graduation and meet all university, conference, and NCAA eligibility requirements. This includes advising student-athletes concerning the institution's academic requirements, student-athlete support structure, NCAA progress towards degree requirements and SIAC/NCAA Division II eligibility requirements; working closely with all academic units to monitor and evaluate each student athlete's academic standing and progress towards major/degree completion; referring student-athletes to additional resources across campus; communicating regularly with the Deputy Athletic Director of Compliance and the Director of Athlete Academic Success to ensure compliance with academic eligibility requirements; planning and conducting student-athletes objective-based study hall, facilitating/recommending tutoring for student-athletes, monitoring study hall, coordinating Learning Specialist appointments for all student-athletes, and preparing academic advising reports, and all other duties as assigned by the Director of Athletics.

#### ***Examples of Duties and Responsibilities:***

- Advise and counsel assigned student-athletes.
- Provide intensive learning strategies and academic coaching, developing individual learning and study plans for an assigned caseload of at-risk student-athletes. Academic skills include, but are not limited to, reading, and writing strategies, time management, enhanced study habits, and learning techniques such as note-taking and test preparation.
- Develop and utilize screening tools used on all incoming freshman and transfers for the purposes of identifying individuals who may pose potential risks related to academic achievement.
- Assist student-athletes with their selection and registration of courses along with oversee add/drop.
- Assist students with academic and social adjustment issues, making appropriate referrals to campus partners.
- Monitor and evaluate each student-athlete's academic progress throughout the year by way of progress toward degree while assisting student-athletes with understanding degree requirements.
- Maintain accurate record of advising meetings for student-athlete files.
- Assists with student-athlete recruitment by meeting with prospective students and families.
- Adhere to NCAA and SIAC compliance standards, monitor student-athletes for academic eligibility, and report outcomes to the Assistant Director of Athletics for Academics, the Director of Compliance, and the Director of Athletics.

- Consult with departmental academic advisors, faculty, and university staff regarding NCAA regulations, student-athlete competition, travel, progress reports, course registration, and progress towards degree completion.
- Work with Director of Director of Athlette Academic Success to coordinate and oversee study hall.
- Adhere to NCAA and SIAC compliance standards, monitoring student-athletes for academic eligibility and reporting outcomes to the Assistant
- Director of Athletics for Academics, the Director of Compliance, and the Director of Athletics.
- Consult with departmental academic advisors, faculty, and university staff regarding NCAA regulations, student-athlete competition and travel, progress reports, academic alert notifications, course registration, and progress toward degree.
- Assists with the athletic certification process and on-going national, conference report requirements
- Maintenance of eletronic records with NCAA and institutional databases; other software in technology stack, as necessary.
- Assist with sport-specific game day management, as necessary
- Will support the Director of Athlete Academic Success in various roles and assignments, as necessary
- Performs other related duties as assigned.

***Knowledge, Skills and Abilities:***

Experience in Division I/II/III, NAIA and/or NJCAA Compliance/Academic advising.  
Experience with Banner processes and or degree works is preferred.  
The ability to multitask in a highly stressful environment.

***Minimum Hiring Standards:***

<b>Education</b>	Bachelor Degree
<b>Years of Experience</b>	Minimum of two years of job related experience, or equivalent combination of education and experience
<b>Years of Management/Supervisor Experience</b>	

*Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer*