

Clark Atlanta University

Job Description

Position Title:	Athletics Academic Advisor
Employee:	Full-Time
Department:	Athletics
Reports To:	Student Success Project Director and Senior Associate Athletic Director

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

The Athletic Academic Advisor will be responsible for providing academic support and guidance to student-athletes, helping them achieve academic success amidst their athletic commitments. The advisor will work closely with the Project Director of the Student Success project and the Senior Associate Athletic Director to ensure that student-athletes are meeting their academic requirements and progressing towards graduation. This is a Title III funded position. This position is funded by Title III, a federal grant from the U.S. Department of Education. Continued employment is contingent upon the availability of grant funding. The selected candidate must allocate 100% of their time and effort to work that directly supports Title III program objectives.

Examples of Duties and Responsibilities:

- Coordinate and facilitate study hall programs for student-athletes including satellite study hall locations and online check-in.
- Meet with student-athletes regularly to provide academic advising, support, and guidance.
- Assist with NCAA compliance, including monitoring student-athlete eligibility and progress towards degree requirements.
- Serve as athletics liaison to the Student Success Title III project to ensure alignment and efficient use of university resources.
- Coordinate student-athletes tutoring needs with the Student Success Project Director
- Maintain accurate and up-to-date records of student-athlete academic progress and eligibility and submit required reports.
- Develop academic plans and monitor academic eligibility and progress towards graduation.
- Collaborate with coaches, academic departments, and support services to ensure student-athletes receive the academic resources and support they need to succeed.
- Provide support for student-athletes with learning disabilities and/or academic challenges and connect to appropriate resources and accessibility services.
- Participate in departmental and university-wide committees and initiatives related to student-athlete academic success.

Knowledge, Skills and Abilities

- Experience working with student-athletes in an academic advising capacity preferred.
- Knowledge of NCAA rules and regulations related to academic eligibility and progress towards degree requirements.
- Ability to work collaboratively with coaches, academic departments, and support services to provide comprehensive academic support for student-athletes.
- Excellent communication, organization, and time management skills.
- Ability to work effectively with a diverse population of students, faculty, and staff.
- Willingness to work evenings or non-traditional work hours when student-athletes are most available to receive support.
- Ability to maintain confidentiality and protect students' personal information in accordance with FERPA guidelines.

Minimum Hiring Standards:

Education	Bachelor's degree required. Masters in education, counseling, or related field preferred
Years of Experience Required	Minimum 2 years of experience working with student academic services and/or student-athlete development
Years of Management/Supervisor Experience	N/A