

Clark Atlanta University

Job Description

Position Title:	Athletic Student Success Specialist (Coach)
Employee:	Full-Time
Department:	Title III Student Success
Reports To:	Project Director-Student Success

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 Student Success Specialist (coach) will be responsible for providing support and guidance to student-athletes, helping them achieve academic success amidst their athletic commitments. The Athletic Student Success Specialist 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.

Duties and Responsibilities:

- Provide proactive outreach to student athletes.
- Provide mentoring and coaching for student athletes to develop and accomplish their academic, personal, and professional goals.
- Engage at-risk and incoming student athletes (freshmen and transfer), by providing one-on-one student success meetings to improve engagement and ensure success.
- Serve as a liaison between students and academic programs.
- Refer student athletes to appropriate internal and community-based programs and support services.
- Maintain accurate/updated records of student athletes who have sought assistance.
- Monitor, track, collect and analyze data and generate quarterly/annual reports of student athletes receiving assistance.
- Conduct workshops and trainings for student athletes (i.e., time management, goal setting, etc.).
- Attend school activities and events to interact with students, faculty, and staff.
- Support athletic compliance and eligibility requirements
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software.
- Strong analytical and problem-solving skills.
- Ability to foster a sense of team spirit within different departments/units/schools.
- Knowledge of NCAA Athletic Academic Success standards, compliance and eligibility guidelines

Ability to critically assess situations and use good judgment.

Minimum Hiring Standards:

Education	Bachelor's degree in counseling, education, or a closely related field
Years of Experience Required	1-3 Years
Years of Management/Supervisor Experience	1-3 Years