

Job Level	Assistant Athletic Academic Coordinator.	Technical/Support Level II
Oversight Received	<ul style="list-style-type: none"> <li>* This position is a one year internship where candidates will work as an Assistant Athletic Academic Coordinator.</li> <li>* Assist SASS staff with decision making efforts regarding student caseload and office programming.</li> </ul>	<ul style="list-style-type: none"> <li>• Works under close supervision.</li> <li>• Work is regularly checked.</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>* Help with various responsibilities for the following programs:               <ul style="list-style-type: none"> <li>○ Tutoring</li> <li>○ Learning Assistance Program</li> <li>○ Student-Athlete Development (e.g. career, leadership, financial, personal)</li> <li>○ Student-Athlete Advisory Committee</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Refers to procedures, technical aids, co-workers, or supervisors to solve routine, well-defined problems.</li> </ul>
Interaction/ Communication	<ul style="list-style-type: none"> <li>* Meet with assigned student-athletes</li> <li>* Schedule individual study hall hours for and meet weekly with select student-athletes</li> <li>* Create daily and weekly academic reports</li> <li>* Participate in Guest Coaching events for respective teams</li> <li>* Monitor progress toward degree and eligibility</li> <li>* Aid in recruitment of new student-athletes</li> <li>* Assist with pre-season orientation</li> <li>* Refer student-athletes to different services on campus</li> </ul>	<ul style="list-style-type: none"> <li>• Interaction is of a day-to-day nature, requiring a professional manner, customer services skills, common courtesy, and tact.</li> </ul>
University Impact	<ul style="list-style-type: none"> <li>* Will work with a caseload of students from various sports and assist with programming efforts within the department. Examples of department programming include Guest Coaches, tutoring, the Learning Assistance Program, and career and financial programming.</li> </ul>	<ul style="list-style-type: none"> <li>• Accountable delivery of own tasks within agreed time and quality standards.</li> </ul>
Typical Education	<ul style="list-style-type: none"> <li>* Master's degree in area of counseling, student affairs/services, education or sports management, or related field</li> </ul>	<ul style="list-style-type: none"> <li>• Basic numeracy and literacy skills required.</li> <li>• Ability to understand instructions and follow procedures.</li> </ul>