



**Job Description  
2023-2024  
Athletic Department-Graduate Assistantship**

**Title:** Graduate Assistant for Athletic Academic Services

**Reports to:** Director of Compliance and Academic Support

**Location:** Athletic Department

Is there a dedicated GA space for the GA?

Yes	<input type="checkbox"/> No
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Does the student need to have/use a personal laptop?

Yes	<input type="checkbox"/> No
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The graduate assistant is expected to start August 1, 2023.

**General Responsibilities and Expectations:**

The Graduate Assistant position, under the supervision of the Director of Compliance and Academic Support, is a 9-month (15-20 hours a week) position that provides academic and personal support to student-athletes and aids in the compliance needs of an NCAA institution. He/She is responsible for continuing the department's process of building an effective academic support model for student-athletes, monitoring and supervising much of that program, providing detailed, intrusive student-athlete programming and assisting in NCAA Compliance issues. The Graduate Assistant is primarily an athletics staff member devoted to educating, advising, and serving the holistic growth of our student-athletes. The responsibilities for this position include: academic success program development, coordinating student-athlete events and programs, providing research into student-athlete academic and social development, mentoring at-risk student-athletes, assisting in athletic academic advising, and other program initiatives as required.

**Roles and Duties of Graduate Assistant for Athletic Academic Services**

1. Assist the Director of Compliance and Academic Support with developing and enhancing the academic support model for student-athletes.
2. Manage the administration of an academic monitoring and grade check system for student-athletes.
3. Create and manage athletic study hall policies for both new and returning student-athletes based on their academic profiles.

4. Oversee completion of Study Hall requirements
5. Collaborate with the Academic Success Center to formulate strategies to better serve our probation student-athletes.
6. Attend all Compliance meetings, as well as monthly department meetings.
7. Participate in professional development meetings with supervisor.
8. Proactively seek out and mentor academically at-risk student-athletes to provide academic options and connect them to the appropriate academic support service(s) on campus.
9. Assist student-athletes with use the Academic Success Center, the Math Center, the Writing Center/Speaking Center, and the Career Center
10. Assist in determining each athlete's study hall hour and mentoring requirements, as well as determining the at-risk student-athletes at the beginning of each semester.
11. Support staff for various athletic events and community service activities.
12. Develop strategies to assess the impact of the academic support structure on our student-athletes and effectively respond to the student needs and suggestions.
13. Create and update the athletic academic support documents for student-athletes.
14. Mentor academic at-risk student-athletes each semester to provide additional support for this specific population. These mentoring meetings are targeted to the needs of at risk academic students.
15. Help develop and execute student-athlete development activities and other special events.
16. Cultivate relationships with the student athletes and coaches.
17. Assist with NCAA compliance tasks.

#### Weekly Breakdown of Responsibilities with Athletic Services

- Personal Professional Development (1 hr)
- Student-Athlete Professional Development (1 hr)
- Department/Compliance Meetings (1 hrs)
- Academic Support Hours (8 hrs)
- Mentoring Student-Athletes (4-6 hrs)
- Coordinating Activities and Programming (1-2 hrs)

The GA will gain experience in the below CCSD competencies (below are examples...please see the competency document).

- Student Learning & Development
- Assessment, Evaluation, and Research
- Technology
- Cultural Competency
- Public Presentation

#### Skills Required

- Strong interpersonal and communication skills
- Superb multi-tasking skills
- Exceptional level of intercultural competence and experience
- Writing and reporting skills at a professional level
- Excellent verbal communication skills
- Experience with presentation styles and settings (1 on 1, group, professional)
- Strong organization and management skills
- Collaborative leadership style
- Strong networking skills
- Google Drive (Docs, Sheets, Forms, etc.) competency
- Microsoft Word, Excel, Powerpoint proficiency
- Previous athletic experience desired but not required