JOB DESCRIPTION

Senior Academic Counselor - Athletics

**Definition of Class**
Incumbents in this position provide academic counseling and support for academically at-risk student-athletes. The incumbent exercises discretion and independent judgment while monitoring the academic progress of assigned student-athletes from matriculation to graduation and assisting with the coordination of assigned programs.

**Examples of Work Performed**
Assists with coordinating the delivery of academic support services to students.

Assists in the coordination of academic support services with existing university programs.

Monitors the academic progress of assigned student-athletes from matriculation to graduation.

Provides intensive academic monitoring and tracking of academically at-risk student-athletes and/or at-risk teams.

Provides specific eligibility counseling and academic support to student-athletes to ensure student is making progress toward educational objectives.

Assists in the planning and development of the student-athlete's academic schedule to ensure compliance with University and NCAA requirements.

Assists in the coordination of various office programs such as the textbook distribution program and honors and awards nominations.

Serves as liaison with university employees to enhance the academic success of student athletes.

Meets with recruits to provide an overview of available academic, career services, and personal development opportunities.

Distributes reports to coaching staff regarding the progress of assigned student-athletes.

Assists in monitoring supervised study table programs designed to develop beneficial study skills.

Stays abreast of and assures adherence to NCAA, SEC, and University rules and regulations.

May be required to travel and work outside normal business hours (evenings, weekends, and some holidays).

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Assists with coordinating the delivery of academic support services to student-athletes.
2. Provides academic counseling and support to academically at-risk student-athletes.
3. Assists in coordinating assigned programs and/or projects.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit and talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited college or university.

AND

- **Experience:** Three (3) years of experience related to the above described duties.

- **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.