JOB DESCRIPTION

Assistant Director, Athletic Academic Support

Definition of Class
This is a supervisory position in which the incumbent coordinates the delivery of academic support services to academically at-risk teams and assists in providing direction to tutoring staff. This position assists in the oversight and coordination of the daily operations, training, scheduling and personnel functions. Incumbent exercises discretion and independent judgment in providing academic support to students and assisting in the coordination of assigned programs.

Examples of Work Performed
Coordinates the delivery of academic support for assigned academically at-risk team(s).

Coordinates and participates in the planning, development, implementation and evaluation of programs and projects.

Oversees, coordinates and makes recommendations on hiring, gathers training and compliance data to prepare materials and/or reports.

Prepares news stories, bulletins, newsletters, brochures and/or reports for training and re-training of current tutorial staff, as well as, recruitment of new tutors.

Processes applications from prospective tutors and interviews all prospective employees; makes recommendations for hiring and termination.

Serves as a liaison to the department and other departments in the hiring and termination process.

Manages payroll (tutorial billing and payments) for each pay cycle and reports charges to student-athlete’s accounts that have missed tutorial sessions.

Completes tutorial roster management in compliance with the Human Resources department, NCAA, and SEC policies.

Evaluates the tutorial program participants from different levels throughout each semester and summer.

Counsels student athletes regarding academic performance, including course/major selection, developing graduation plans, time management, goal setting, career planning, learning and study strategies, test taking, note taking, and other skills necessary for academic success.

Assists at risk student athletes with a focus on writing and math skills. Assists students with significant learning challenges, with a focus on developing personal learning strategies through guided and repetitive practice in study skills, reading, writing, time management, and goal setting.

Reviews academic schedules each semester to ensure student athletes are enrolled in degree applicable credits and maintaining continuing eligibility standards.

Maintains accurate and current student files for assigned athletes. Provides academic statistical reports as assigned.

Manages all working relationships with student athletes and staff in a confidential manner.

Tracks assigned student athletes’ progress throughout the semester. Maintains open and consistent contact with coaches of assigned student athletes.
Oversees the coordination of athletic academic support service with existing university programs

Develops and evaluates team academic success plans each semester.

Generates appropriate academic reports and summaries each semester.

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

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

Completes other projects and responsibilities as assigned.

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. Coordinates the delivery of academic support services to student-athletes.
2. Provides academic counseling and/or support to academically at-risk student-athletes.
3. Supervises and coordinates the activities of assigned employees.
4. Coordinates 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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