Definition of Class
This is a supervisory position in which the incumbent oversees the day-to-day operations of academic services provided for student athletes and assists with the planning and execution of strategies designed to strengthen academic support services for all student-athletes. The incumbent exercises discretion and independent judgment in providing guidance to staff, developing and overseeing center programs. Position reports to the Senior Associate Athletic Director for Academic Support.

Examples of Work Performed
Provides oversight and coordination of the daily activities of the tutor coordinator and learning specialists involved in providing athletic academic support services to student athletes.

Develops and implements policies and procedures related to the academic support and success of student athletes.

Provides support in the development and implementation of a comprehensive advising programs for student-athletes.

Oversees a variety of programs and processes ensuring the accuracy of reporting data including, class attendance, progress reports, and other grade information.

Prepares operational reports and analysis setting forth progress and adverse trends.

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

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

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

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

Informs and advises student athletes and staff University, SEC Conference, and NCAA rules in testing, teaching and learning.

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. Directs the daily activities of tutorial coordinator and learning specialists.
2. Prepares operational reports and analysis setting forth progress and adverse trends.
3. Communicates with staff regarding academic and learning functions, policies and procedures.
4. Participates in the planning and execution of department strategies and goals.
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 10 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 four-year college or university.

AND

Experience:
Four (4) 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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