Athletic Academic Coordinator/Advisor  
Eastern Washington University  

Position Overview

This position is within the athletic department and reports to the Athletic Director. This position serves as an ad hoc member of the Athletic Compliance Council. It is the responsibility of the Athletic Academic Coordinator/Advisor to organize, implement, facilitate, oversee and evaluate all facets of the Athletic Academic program. This position works closely with the University Academic Support efforts and provides insight for academic issues surrounding student-athletes. Position also works collaboratively with relevant constituent groups and individuals, including academic counselors, faculty, disability support services, psychological and testing services, University Honors and coaches to enhance the academic success of student-athletes. This position attends departmental meetings of the University Academic Support Services providing consultation regarding student-athletes. The Athletic Academic Coordinator/Advisor also has supervisory duties.

Description of Duties

Academic Advising: (55%)

- Design and implement a complete advising program for student-athletes.
- Continue to develop current practices for freshman and sophomore advising and design/enhance advising support program for juniors, seniors and fifth year seniors.
- Design, implement and enhance advising program for non-qualifiers.
- Apply NCAA and conference rules as they apply to degree progress and completion.
- Liaison to faculty members regarding missed course time due to athletic travel.
- Design the caseload system to track and monitor student-athlete academic records.
- Develop tool for annual review of student-athlete advising to note good practices and evoke changes as needed.
- Work collaboratively with the DAC to monitor the degree progress of student-athletes per NCAA rules and assist student-athletes in declaring a major suitable to their career goals.
- Plan, implement and evaluate several programs in conjunction with Career Services to help determine and/or meet the career opportunities for student-athletes.
- Coordinate summer orientation with university Admissions for all first year student-athletes and determine the notification strategy to be used.
- Communicate issues and concerns involving athletic academic advising and student-athlete success to the athletic administration, university administration and campus committees as assigned or as appropriate.
- Keep accurate academic records, develop statistical analysis of academic success or challenges, provide data as requested and speak to the academic progress of student-athletes.
- Thorough knowledge of university, conference and NCAA academic requirements.

Development of Study Skills and Tutoring Program: (30%)

- Design, monitor and evaluate the academic support elements for student-athlete academic success.
- Institute study skills and time management workshops with first year student-athletes. Coordinate efforts with Life Skills Coach and Academic Support Services.
- Work with campus resources to design and implement a thorough academic support network for non-qualifiers and high risk student-athletes.
- Begin design of small group specialty sessions.
- Review and edit current tutor job descriptions and rates of pay.
- Work collaboratively with university resources to obtain qualified tutors for study table and for individuals or small groups as needed.
- Supervise the athletic department study table and design the individual sport study sessions when space becomes available.
- Provide written policies and procedures for Student-Athlete Manual and Department Policies and Procedures Manual.
- Promotion of the overall athletic academic support programming for all student-athletes.

Departmental Support: (15%)

- The Athletic Academic Coordinator/Advisor may also have responsibilities in the following areas:
  - Direct the Student Athlete Advisory Council

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- Service on Conference, University or NCAA committees
- Other duties as assigned

**Required Qualifications**

Position requires a Bachelor’s Degree with a minimum of five years’ related experience in a Division I academic support program. Strong organizational, interpersonal and communication skills with the ability to work with people in a fast-paced environment is necessary. Desire to work with a culturally diverse population. Thorough knowledge of NCAA and Eastern Washington University academic requirements.

Must have an understanding of special demands in the student-athlete academic environment with the ability to establish and maintain effective working relationships with student-athletes, coaches, athletic department staff, university administration and university academic programs and support services. Experience in development of tutoring and advising programs and knowledge of the theory of learning and study skills improvement strategies.

Requires excellent verbal and written communication skills. Ability to prepare, compile, write and review reports. Must have critical thinking to ascertain needs and develop programs and strategies to enhance student learning. Excellent computer skills.

**Preferred Qualifications**

Master’s Degree in a related field with 3 years of experience in a Division I academic support program.

**Conditions of Employment**

Student-athlete degree completion and degree satisfaction is of primary importance to this position. With NCAA reports on student-athlete academic success in national publications, it is important that this position holds the student-athletes to the highest academic standards possible.

Travel is required a minimum of six (6) nights per year for various conferences, seminars and athletic events.

EXEMPT FROM CLASSIFIED SERVICE – Counseling
ELIGIBLE FOR OVERTIME