

The University of Texas at San Antonio

Job Description

Job Title: Learning Assistance Coordinator

Code: 13685

Salary Grade: 58

FLSA Status: Exempt

Department/Division: Athletics/Student Affairs

Reports To: Assistant AD Athletic Services

Summary

- **Function:** To provide supervision and training of academic tutors and mentors, as well as assessment of learning assistance needed.
- **Scope:** Oversee and maintain the athletic tutoring and mentoring services program while monitoring the academic performance and progress of “at-risk” student athletes.

Duties

- **Typical:**
 1. Oversee tutoring and mentoring staff; includes hiring and training of tutors/mentors
 2. Schedule tutoring appointments for student athletes needing academic assistance.
 3. Report and communicate student learning activity. Update coaching staff of student athlete academic needs and progress.
 4. Liaison with disability services and other advising/counseling offices to provide learning assistance.
 5. Evaluate program and learning assistance outcomes.
 6. Monitor and oversee study hall program
 7. Monitor academic progress for specified sports teams
 8. Meet with prospective student athletes and families
 9. Performs other duties as assigned

Education

Required	Preferred
Bachelor’s Degree from an accredited institution.	Master’s Degree from an accredited institution.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Three years experience working with “at-risk” students, or academic counseling experience.	Similar experience with college level student-athletes. Knowledge of NCAA satisfactory progress rules. Awareness of learning disability needs.

Equipment

Required	Preferred
Personal computer and other standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office environment.	Occasional on-campus weekend recruiting visits, and weekly evening study hall monitoring.

Supervision

Received	Given
General supervision and evaluation from supervisor. Determines own work methods and sequences.	Will manage and train academic tutors and mentors and an athletic intern position.

Accuracy

Proficiency in all duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.