

The University of Texas at San Antonio

Job Description

Job Title: Athletics Academic Coordinator
Code: 19108
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Intercollegiate Athletics
Reports To: Sr. Associate AD for Academic Services

Summary

- **Function:** Responsible for and participate in planning and delivery of an academic counseling program/service and to create or promote new initiatives in student academic counseling.
- **Scope:** To provide and serve as an academic counselor and mentor to assigned student-athletes. Responsible for all aspects of the student-athletes academic structure including initial visits with prospective athletes, advising of degree and course options, assist with certification and eligibility of current and prospective athletes. Coordinators are expected to use judgment and discretion in the position, ensure appropriate and accurate academic counseling to maintain academic progress, academic eligibility and timely degree completion.

Duties and Responsibilities

- **Duties and Responsibilities of all UTSA Athletics Positions:**
 1. Adhere to University, Conference USA, UTSA Athletics, and NCAA policies and procedures.
 2. Maintain knowledge of department activities, sports schedules, and procedures.
 3. Foster cooperative working relationships with fellow staff members within the department.
 4. Support the athletics department goals and philosophies as described by the Vice President for Intercollegiate Athletics and work to achieve and uphold the department's mission statement and core values with a commitment to developing champions in the classroom, in competition and in life.
 5. Maintain a positive attitude toward performing job duties and in working with other staff.

6. Exhibit professional decorum at all times while representing UTSA Athletics, including routine events and meetings that occur outside of the office and on the road.

- Duties and Responsibilities of the Position:

1. Service as academic counselor for assigned sport team(s). Maintain a successful liaison role with assigned coaching staffs regarding all facets of academic progress of student-athletes.
2. Monitor academic eligibility and progress toward degree for designated student-athletes.
3. Frequently communicate with respective coaching staffs on academic progress/issues, while also providing consistent and timely reports to coaches, sport administrators, and supervisors.
4. Participate in Academic Services support team meetings to discuss students' progress and develop strategies for appropriate intervention.
5. Assist with providing academic and career counseling to student-athletes in areas including study skills, time management, organizational skills, and methods for choosing balanced schedules, factoring in the demands of classes, practice, competition, travel and eligibility standards.
6. Provide individualized support toward academic, social, leadership, and life skills development.
7. Coordinate course selection and registration for student-athletes.
8. Assist with recruiting activities and functions of student-athletes as instructed by coaching and academic services staff
9. Speak with prospective student-athletes during campus visits regarding educational opportunities offered at UTSA, admission requirements and provide transcript evaluations.
10. Implement developmental, mentoring and tutoring programs for at-risk student-athletes.
11. Work cooperatively and supportively with college advisors, various university personnel and athletic coaches to ensure student-athletes' satisfactory academic progress.
12. Resolve academic issues efficiently, effectively and ethically through appropriate consultation, analysis and/or action within the structure of the University.
13. Assist with the NCAA and Conference USA certification process for athletic participation.
14. Assist in the submission of the NCAA Academic Progress Rate and Graduation Rates Disclosure Report.

- 15. Identify and nominate student-athletes for possible awards, honors, and scholarships as appropriate.
- 16. Engage in career exploration activities with student-athletes
- 17. Perform additional duties as required.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Master's degree from an accredited institution directly related to education and/or counseling.

Other Requirements

Required	Preferred
Knowledge of counseling, admissions, transfer and recruitment procedures and policies.	Experience in the personal and academic development of students from diverse backgrounds
Knowledge of NCAA, University, and Athletic department academic policies and procedures.	
Demonstrated excellent written and verbal communication skills.	

Experience

Required	Preferred
One year of experience in advising and counseling student-athletes.	Two years of experience in advising and counseling student-athletes

Equipment

Required	Preferred
Knowledge of personal computers, Microsoft Office and standard office equipment.	Track software (SSC, GradesFirst, Tutor Track)

Working Conditions

Usual	Special
Normal office conditions.	Some evening and weekend work may be required.

Supervision

Received	Given
General supervision from the Senior Associate Athletics Director and Assistant Athletics Director for Academic Services.	Will manage and train assigned academic support positions (academic tutors, mentors, interns)

Accuracy

Proficiency in all assigned duties.

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 data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
