

The University of Texas at San Antonio

Job Description

Job Title: Athletics Academic Coordinator II
Code: 19109
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Athletics/Student Affairs
Reports To: Associate AD Academic Services

Summary

- **Function:** To participate in the planning and delivery of an academic advising program/service and to create or promote new initiatives in student academic advising.
- **Scope:** To provide for and serve as a counselor and mentor to student-athletes in assigned sports for the Athletic Academic Center. Coordinators are expected to use judgment and discretion in the position, ensure appropriate and accurate academic advising and course selection to maintain academic progress, eligibility and timely degree completion, keep official records and execute department administrative policies.

Duties

- **Typical:**
 1. Provide supervision to a Bodenstedt Student Athlete Academic Center.
 2. Manage special programs and projects as assigned.
 3. Assists student-athletes with education goal setting, degree plans and course selection.
 4. Tracks student-athletes academic progress and provides academic assistance.
 5. Calculates NCAA eligibility requirements and progress for all student-athletes in assigned sports.
 6. Participated in recruiting presentations for prospective student s and parents.
 7. Communicates with coaches, faculty and staff, serving as liaison between academics and athletics.
 8. Maintains compliance with university, conference and NCAA rules to ensure academic and administrative integrity.

<p>9. Knowledge of and compliance with NCAA rules and Regulations including attendance of NCAA rules Seminars, timely completion of all NCAA forms and requests for information.</p> <p>10. Employee agrees to abide by the Code of Ethics as set forth by the University of Texas at San Antonio and the University of Texas Systems.</p> <p>11. Complies with all State and University policies.</p> <p>12. Perform other duties as assigned.</p> <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. May attend Leadership meetings 2. Represent the unit in community events that may occur outside of normal work hours. 3. Participate in professional conferences and individual professional development.
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Education

Required	Preferred
Master’s Degree from an accredited institution.	N/A

Other Requirements

Required	Preferred
Experience with NCAA rules and regulations	Experience serving as either a tutor coordinator or learning specialist
Criminal Background Check (CBC).	

Experience

Required	Preferred
Four years of experience in advising and counseling student athletes.	Five years of experience in advising and counseling student athletes.

Equipment

Required	Preferred
Personal computer and other standard office equipment.	Tracking software (SSC, Grade First and Tutor Track)

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 graduate assistant 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.
