

Athletic Academic Advisor
University at Buffalo, The State University of New York

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Posted Nov. 15, 2019, set to expire Mar. 16, 2020

Job Title	Athletic Academic Advisor
Department	Athletics Instruction
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 15, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Athletics and Recreation Services Counseling Services Educational Services
Job Website	http://www.ubjobs.buffalo.edu/postings/22603

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Job Description

Position Summary

As an Athletic Academic Advisor, you will provide academic advising and counsel to undergraduate student-athletes in educational planning, course choice, selection of major, and career goals. You will interpret report determining the student's progress in university and major academic requirements. In addition, you will:

- Analyze and monitors academic progress of student athletes in relationship to University and NCAA requirements.
- Provides up to date and accurate academic advisement to assigned team members regarding development of academic program, course choice, application to major, and progress toward degree.
- Take responsibility for assessing every team student-athlete's semester grade report and its impact

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on progress toward graduation and NCAA eligibility.

- Maintain knowledge of all NCAA and University rules concerning academic standing and eligibility requirements.
- Report academic performance results of assigned students and teams to the Athlete Academic Services staff and coaches upon completion of each semester.
- Assist with new student-athlete orientation, athlete learning center, and coordinates scheduling of academic enrichment programs and information sessions for student-athletes.
- Develop and implement individualized academic support plans identified students.
- Design and implement academic strategies to teach study and learning skills, time management and organization skills, and goal setting.
- Monitor academic performance of assigned teams and communicate regularly with coaches and staff.

University at Buffalo is an affirmative action equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- A Bachelor's degree is required.
- Experience in an advising or counseling position in higher education or athletics department.
- Experience in working with undergraduates and intercollegiate student athletes and some knowledge of NCAA regulations required.
- Database and word processing skills, strong communication and organizational skills mandatory.
- Experience with a degree audit reporting system; including degree encoding, program development and operations helpful.

Preferred Qualifications

Bachelor's degree in Education, Psychology, Counseling, Student Personnel or related discipline or Master's degree is preferred.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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