

**Athletic Academic Assistant**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=249688>

Downloaded On: Jul. 18, 2025 4:58am

Posted Nov. 27, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Athletic Academic Assistant
<b>Department</b>	Intercollegiate Athletics
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Nov. 27, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Athletics and Recreation Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/54453">https://www.ubjobs.buffalo.edu/postings/54453</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### **Position Summary**

The University at Buffalo [Athletics Department](#) invites applications for the position of **Athletic Academic Assistant**. The incumbent will provide academic advising and counsel to undergraduate student-athletes in educational planning, course choice, selection of major, and career goals. Interprets report determining the student's progress in university and major academic requirements.

### **Duties and Responsibilities:**

- Analyzes 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

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progress toward degree.

- Develop and implement individualized academic support plans identified students.
- Manage the tutorial program for student-athletes including recruitment, screening, interviewing, hiring and supervision of a qualified and diverse tutorial staff.
- 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.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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.
- Experience in an advising/counseling position in higher education/athletics department.
- Experience in working with undergraduates and intercollegiate student athletes and some knowledge of NCAA regulations.
- Database and word processing skills, strong communication and organizational skills.

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**Preferred Qualifications**

- Master's degree.
- Experience with a degree audit reporting system; including degree encoding, program development and operations.

**Contact Information**

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

**Contact**

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