



JOB INFORMATION

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|----------------------------------------------------------|-----------------------------------------|
| Job Code | AA30B |
| Job Description Title | Spec II, Student Support Services (Ath) |
| Pay Grade | AT04 |
| Range Minimum | \$39,910 |
| 33rd % | \$46,570 |
| Range Midpoint | \$49,890 |
| 67th % | \$53,220 |
| Range Maximum | \$59,870 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 130 Director Intercollegiate Athletics |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 7/24/2023 |

JOB FAMILY AND FUNCTION

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|---------------|-------------------------------------------------------|
| Job Family: | Athletics |
| Job Function: | Athletics Student Support Services & Academic Support |

JOB SUMMARY

Responsible for overseeing the day-to-day operations and activities of the academic support functions provided by the Athletic Student Support Services.

RESPONSIBILITIES

- Oversees multiple services related to academic support designed to benefit the student athlete. Recommends and implements programmatic policies and procedures for tutoring services and study table services. Assesses effectiveness of programs and services.
- Hires, trains, supervises, and assesses part time tutors and study table monitors. Ensures programs are properly staffed with appropriate academic subject experts.
- Assigns tutors to specific student athletes and tracks details of pairings and sessions ensuring student athletes are academically successful and athletically eligible.
- Compiles, maintains, and evaluates relevant data to ensure accurate and accessible records related to content area and/or programs.
- Facilitates successful communication between tutors, mentors, academic counselors, and student-athletes concerning programs and services.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
- May perform other job-related duties as assigned.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Supervisory Responsibility | Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions. |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-------------------|-----------------------------------------------------------------------------------------------|-----|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Bachelor's Degree | Degree in Education, Business Administration, Psychology, Sports Management, or related field | and | 2 years of | Experience in program oversight related to academic support services. Experience must include at least 2 years at the preceding level or equivalent. | |

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| Substitutions Allowed for Experience | Yes |
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Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required. | | | | |

PHYSICAL DEMANDS & WORKING CONDITIONS

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|----------------------------|-------|
| Physical Demands Category: | Other |
|----------------------------|-------|

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | X | | | |
| Lifting | X | | | | | |
| Climbing | | | | X | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | X | | | |
| Talking | | | | X | | |
| Hearing | | | | | X | |
| Repetitive Motions | | X | | | | |
| Eye/Hand/Foot Coordination | | X | | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Vision Requirements:

Ability to see information in print and/or electronically.