
Auburn University Job Description

Job Title: **Academic Strategist**

Job Family: No Family

Job Code: **NA40**

Grade: Unclassified

FLSA status: Non-exempt

Job Summary

The Academic Strategy Tutor provides individual and/or small group academic support for student athletes, assists students in transitioning to the University, develops their study skills, and fosters a learning relationship conducive to the development of the essential skills to become independent learners and achieve academic success.

Essential Functions

1. Collects academic information (e.g., course syllabi, exam and assignment due dates, etc.) and facilitates the student's preparation and planning related to course requirements.
2. Prepares, plans, and develops the semester calendar, daily and weekly goals related to calendar deadlines, ongoing teaching and modeling of active learning strategies, documentation of grades, and verification the student has all necessary academic materials (books, supplies, etc.).
3. For students who have education impacting disabilities, the Strategist tracks and monitors the use of accommodations on a regular basis. All academic information is coordinated and shared with the Learning Specialist and the Academic Counselor.
4. Models and teaches active learning strategies and provides support for the ongoing application of such skills within the context of each class. Collaborates with Academic Tutors to develop best practices related to the student's learning style and any related learning challenges.
5. Responsible for recording all activities through an on-line, standardized system as well as through regular communication with the Learning Specialist and Academic Counselor.
6. Maintains and respects confidentiality related to the student-athlete, Student Athlete Support Services (SASS), and Auburn University Athletics, as well as maintains and upholds professional boundaries related to their work in SASS.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	No specific discipline.
Experience (yrs.)	0	Experience tutoring or advising students in an individual or group setting.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Knowledge in the subject area that is being taught.

Skills in selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires .

Job occasionally requires .

Date: 3/16/2021
