
Auburn University Job Description

Job Title: **Athletics Academic Strategist**

Grade SRUC: Unclassified

Job Code: **NA40**

FLSA status: Non-exempt

Job Family: Student Resources

Job Function: Academic

Job Summary

The Academic Strategist provides individual and/or small group academic support for student athletes, assists students in transitioning to the University, fosters development of study skills, and creates a learning relationship conducive to the development of the essential skills required 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. The Strategist tracks and monitors the use of accommodations for students who have education impacting disabilities. All academic information is coordinated and shared with the Learning Specialist, Academic Counselor, and Academic Strategist Coordinator.
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. Documents 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.
7. Complies with all relevant NCAA, SEC, and Auburn University policies and procedures in the performance of job duties.

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.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	No specific discipline.
Experience (yrs.)	0	Experience tutoring, teaching, counseling, or advising students.

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.

Pre-Employment Screening 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: 10/20/2023
