
Auburn University Job Description

Job Title: **Coord, Athletics Academic Strategist** Grade SR08 \$40,100 - \$64,200
Job Code: **NA43**
FLSA status: Non-exempt
Job Family: Student Resources
Job Function: Academic

Job Summary

Coordinates all aspects of Academic Strategist Program and related support services.

Essential Functions

1. Oversees and leads the Academic Strategist Program, providing guidance to Strategists in assisting student-athletes in the development of academic skills and the establishment of academic goals and expectations.
2. Recruits, trains, and supervises talented, qualified part-time Strategists to educate and mentor student-athletes.
3. Assigns Strategists to student-athletes and monitors pairings and sessions to ensure the personalized academic support is tailored to the each student-athlete's needs and academic strengths and weaknesses.
4. Works in conjunction with a support team, which includes a Learning Specialist and Tutor Coordinator, to coordinate comprehensive and targeted educational approaches.
5. Coordinates and confers with Academic Counselors to address student needs, expectations, and academic progress. Facilitates effective communication between Tutors, Strategists, Academic Counselors, and student-athletes concerning various programs and services.
6. Provides Strategists with research-based learning strategies, techniques, and skills essential for addressing students' academic developmental requirements. Plans and implements the management of resource development activities.
7. Conducts annual evaluations and one-on-one performance reviews for all Academic Strategists.
8. Provides training, education, and formative feedback for Graduate Assistants assigned to program support.
9. Oversees accurate completion of bi-weekly timesheets; monitors and tracks employee hours; balances performance-based pay increases against budgetary constraints.
10. Maintains relevant databases to ensure accurate and accessible records.
11. Serves as a liaison with Athletics Compliance to ensure adherence to National Collegiate Athletic Association (NCAA), Southeastern Conference (SEC), and Auburn University standards and regulations is maintained; coordinates program and services activities to ensure relevant guidelines, specifications, policies and/or procedures are enforced and followed.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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.) | 2 | Experience tutoring, teaching, advising, or counseling 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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, talking, hearing, .

Job occasionally requires handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 10/20/2023
