JOB DESCRIPTION

POSITION TITLE: Academic Success Coordinator for Student Athletes

JOB CLASS: Staff

SUPERVISOR: Director of the Academic Success Center

CLASSIFICATION: Full Time

LOCATION: DeLand

DEPARTMENT: Academic Success

POSITION OVERVIEW: The Academic Success Coordinator is a professional position that reports to the Director of the Academic Success Center with a dotted line to the Associate Athletics Director of Student Services, Academics and Compliance, to provide strategic and transformational leadership in the area of academic excellence, specifically for student athletes. The Coordinator will envision and carry out impactful programs to empower student success including: a comprehensive strategic plan for academic success for student athletes; academic skills-based programming and initiatives; and the monitoring academic progress of student-athletes in compliance with NCAA, conference, and Stetson University rules and regulations. The Academic Success Coordinator will work individually and in groups with students to empower those students to be independent, successful, and confident learners. This position also works with the Director of Academic Success to help shape and carry out the vision for the department and works synergistically with departments and individuals within Campus Life and Student Success (CLaSS), Athletics, faculty, and academic leaders across the campus to foster an atmosphere that retains student athletes through graduation and ultimately challenges and supports students who dare to be significant™.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS: This position requires a Bachelor’s degree; the degree must be in a relevant field or the candidate must have experience in a relevant field; Master’s degree preferred. Must have knowledge of NCAA academic eligibility requirements. Knowledge of good academic practices and ability to instruct and coach students in these skills. Must have excellent computer skills and proficiency with main operating systems, such as the Microsoft Office Suite. Must have excellent interpersonal skills and demeanor and work well with University faculty, staff, students and the public. Other requirements include the abilities to be flexible in one’s work assignments; compose, edit and proofread documents; communicate clearly and concisely both in writing and oral presentations; plan and organize one’s work; work independently with little or no supervision; work effectively in a team; maintain appropriate records; understand confidentiality of all information within the university.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES: Promote a culture of academic excellence and the athlete as scholar. Facilitate individual success coaching and academic support for student athletes, including identifying student athletes in need of support by performing outreach efforts in response to student alerts within MAP-Works and coordinating weekly meetings with students considered to be at risk. Identify need for, hire, train, evaluate, and supervise student tutors for student athletes; work with Academic Success Coordinator for Tutoring and SPI to integrate student tutors into centralized tutoring opportunities on campus.
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Work with Student Success Specialist and Academic Success Coordinator for Tutoring and SPI to promote, hire, train, and plan initiatives for Peer Success Coaches for student athletes, as well as train tutors in success coaching/tutoring skills. Visit student athlete study halls to provide guidance and support to students and coaches/supervision staff; oversee the study hall and tutoring space for student athletes in the Wilson Athletic Center. Provide academic advising for incoming student athletes over the summer in coordination with the Assistant Director of Academic Advising. Facilitate initiatives and developmental programming for student athletes. Facilitate temporary accommodations meetings with student athletes who have injuries in coordination with the Assistant Director of Academic Success and Accessibility. Manage the student employment and operational budget for the position. Work in collaboration with the Associate Director for Student Services, Academic and Compliance, compliance personnel, and coaches to provide support for student athletes; including but not limited to participating with team in monitoring continuing eligibility and coordinating graduation plans. Attend and participate in division-wide CLaSS meetings and initiatives. Maintain confidential and accurate student records and prepare reports. Stay current on best practices and implementation methods for Institutions of Higher Education in the areas of academic intervention/coaching and learning strategies for student athletes. Works with the Director of the Academic Success to create and implement Academic Success initiatives. Other duties as assigned.

INTER-DIVISIONAL COLLABORATION: This position will closely collaborate with many divisions on campus. This area is a dynamic, evolving division driven by transformational leadership and continuous improvement. We seek team members who are highly motivated, strategic thinkers and relationship builders who thrive on shared governance. Our high expectations are matched by a robust professional development curriculum which promotes achievement and significance through self-assessment, reflection, and holistic goal setting. We actualize a philosophy of challenge and support grounded in liberal learning and development as it relates to student persistence and success. We are committed to facilitating student discovery and exploration consistent with the aims of a broad liberal arts education; offering impactful learning opportunities based on current research and empirical data; cultivating the unique strengths and perspectives of individual students; fostering global awareness, social justice values, and civic engagement; and providing a healthy and vibrant educational environment conducive to holistic well-being.

WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.