AUBURN
Human Resources

Athletics Academic Strategist

Job Description

JOB INFORMATION

Job Code	NA40
Job Description Title	Athletics Academic Strategist
Pay Grade	SRUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
Exemption Status	Non-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	10/20/2023

JOB FAMILY AND FUNCTION

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 the 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.

RESPONSIBILITIES

- 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.
- 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.).
- 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.
- 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.
- Documents all activities through an online, standardized system as well as through regular communication with the Learning Specialist and Academic Counselor.
- 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.
- Complies with all relevant NCAA, SEC, and Auburn University policies and procedures in the performance of job duties.

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

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

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 to 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	No specific discipline.	and	0 years of	Experience tutoring, teaching, counseling, or advising students.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

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.