AUBURN
Human Resources

Assistant Academic Counselor

Job Description

JOB INFORMATION

Job Code	NA41
Job Description Title	Assistant Academic Counselor
Pay Grade	SRUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	

JOB SUMMARY

The Assistant Academic Counselor is an integral member of the Student-Athlete Support Services team. This role works collaboratively with Academic Counselors to track, monitor, forecast, and communicate the academic progress of student-athletes for designated sports.

RESPONSIBILITIES

- Academic Progress Monitoring: The Assistant Academic Counselor is responsible for tracking, monitoring, and forecasting the academic progress of assigned student-athletes. This includes providing comprehensive academic counseling related to course load, scheduling, degree selection, and other relevant academic concerns.
- Communication: Regular communication is maintained with Athletic Academic Counselors and Learning Specialists regarding the academic performance of student-athletes under their care.
- Data Collection and Reporting: The role involves collecting data and preparing academic reports such as grade reports and accountability documentation.
- Eligibility Tracking: Assistance is provided in tracking the eligibility and progress of student-athletes toward degree requirements, ensuring compliance with University, SEC, and NCAA guidelines.
- Academic Services Management: The Assistant Academic Counselor schedules and monitors the use of academic services and resources, including tutoring, strategists, and study tables. The role also suggests data-driven interventions to support student-athlete success.
- Certification Meetings: Participation in Athletic Certification meetings occurs alongside Academic Counselors, Associate Registrar for Athletic Compliance, the Faculty Athletics Representative (FAR), and Athletics Compliance to review and discuss academic data used to certify NCAA academic eligibility for each student-athlete.
- Team Meetings: The Assistant Academic Counselor attends beginning-of-semester academic meetings and participates in coaches' meetings for assigned teams.
- Prospective Student Engagement: Meetings are held with prospective student-athletes and their families, as requested, alongside SASS staff.
- Professional Development: The role includes participation in professional development and orientation sessions specific to Academic Counselors and Learning Specialists, aimed at enhancing skills and preparing for a full-time career.
- Training: Creation of training materials and tutorials for part-time staff members, as well as leading training sessions throughout the semester, is a core responsibility.
- Administrative Support: Administrative duties may include assisting with summer bridge programs, book scholarships, and other scholarship and award processes.

RESPONSIBILITIES

- Compliance: The Assistant Academic Counselor must comply with all NCAA, SEC, and Auburn University rules, regulations, and policies.

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

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	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly