AUBURN
Human Resources

Coord, Athletics Academic Strategist

Job Description

JOB INFORMATION

Job Code	NA43
Job Description Title	Coord, Athletics Academic Strategist
Pay Grade	SR08
Range Minimum	$43,990
33rd %	$52,790
Range Midpoint	$57,190
67th %	$61,590
Range Maximum	$70,390
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

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

RESPONSIBILITIES

- 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.
- Recruits, trains, and supervises talented, qualified part-time Strategists to educate and mentor student-athletes.
- Assigns Strategists to student-athletes and monitors pairings and sessions to ensure the personalized academic support is tailored to each student-athlete's needs and academic strengths and weaknesses.
- Works in conjunction with a support team, which includes a Learning Specialist and Tutor Coordinator, to coordinate comprehensive and targeted educational approaches.
- 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.
- 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.
- Conducts annual evaluations and one-on-one performance reviews for all Academic Strategists. Provides training, education, and formative feedback for Graduate Assistants assigned to program support.
- Oversees accurate completion of bi-weekly timesheets; monitors and tracks employee hours; balances performance-based pay increases against budgetary constraints. Maintains relevant databases to ensure accurate and accessible records.
- 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.

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

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	2 years of	Experience tutoring, teaching, advising, or counseling 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			Up to 10 pounds
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.