AUBURN
Human Resources

Study Hall Monitor

Job Description

JOB INFORMATION

Job Code	NA44
Job Description Title	Study Hall Monitor
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
Legacy Date Last Edited	11/18/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Services

JOB SUMMARY

Ensures efficient operation and support of student-athlete success by managing the check-in and out process, maintenance of attendance records, and ensuring a clean, quiet, and orderly environment conducive to successful academic outcomes. Adheres to all policies and procedures.

RESPONSIBILITIES

- Ensures the proper check-in and check-out process for all individuals entering the Student-Athlete Development Center (SADC) at the main desk.
- Maintains accurate records of the time in and out for each student-athlete utilizing Student-Athlete Support Services (SASS) services, including tutoring, strategy sessions, directed study hall, or independent study.
- Keeps track of the Academic Strategists' and Athletics Tutors' locations and provides this information to students scheduled to meet with their assigned Strategist or Tutor.
- Assigns student-athletes to study carrels or open study spaces, ensures the environment remains quiet and students are actively engaged in their academic responsibilities.
- Checks for the completion of work when a student checks out and reports any improper behavior to the appropriate SASS staff in real time.
- Acts as a resource for any student-worker assisting with Study Hall monitoring.
- Adheres to all SASS policies and procedures to maintain a structured and productive academic environment

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	
High School Diploma or GED	High School diploma or GED.	and	0 years of	Experience tutoring, teaching, advising, or counseling students.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of academic support services and resources available to student-athletes.	
Excellent organizational skills to manage check-in/out processes and study space assignments.	
Strong interpersonal skills to interact with student-athletes, academic staff, and fellow monitors.	
Effective communication skills to address improper behavior and provide assistance.	

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration		X			

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