

---

## Auburn University Job Description

Job Title: **Study Hall Monitor**

Grade SRUC: Unclassified

Job Code: **NA44**

FLSA status: Non-exempt

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.

### Essential Functions

1. Ensures the proper check-in and check-out process for all individuals entering the Student-Athlete Development Center (SADC) at the main desk.
2. 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.
3. 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.
4. Assigns student-athletes to study carrels or open study spaces, ensures the environment remains quiet and students are actively engaged in their academic responsibilities.
5. Checks for the completion of work when a student checks out and reports any improper behavior to the appropriate SASS staff in real time.
6. Acts as a resource for any student-worker assisting with Study Hall monitoring.
7. Adheres to all SASS policies and procedures to maintain a structured and productive academic environment.

### Supervisory Responsibility

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

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

---

---

## Auburn University Job Description

---

### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	High School	High School diploma or GED.
<b>Experience (yrs.)</b>	0	Experience tutoring, teaching, advising, or counseling students.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

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.

#### **Certification or Licensure Requirements**

None required.

#### **Pre-Employment Screening Requirements**

None required.

---

### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires standing, walking, sitting, talking, hearing, .

Job occasionally requires .

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

Date: 11/18/2023

---

---