

UNIVERSITY OF NORTHERN IOWA

POSITION ANNOUNCEMENT

POSITION TITLE: Athletics Academic Advisor

DEPARTMENT: Athletics Administration

APPOINTMENT TYPE: 12 Month, Probationary, Pay Grade III

PRIMARY FUNCTION: Provides counseling/advising on academic matters to student athletes; develops and evaluates athletic academic assistance programs; assists with the department's CHAMPS/Life Skills program; counsels student athletes experiencing unacceptable academic progress; and coordinates the department's academic eligibility reporting.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Counsels student athletes on curricular requirements and academic objectives; assists student athletes with registration and required course work; refers student athletes to available campus and community services for personal and social concerns; and monitors the academic progress of student athletes.
2. Develops and evaluates the athletic academic assistance programs; schedules and monitors study hall periods for participants; arranges for completion of make-up work and special course assignments; arranges and provides for student skill development sessions and student tutorial services; consults and collaborates with the Reading/Learning, Math and Writing Specialists in the Academic Learning Center in the delivery of study skills, peer tutoring and other academic assistance strategies; assists with selection, training, and evaluation of peer tutors; facilitates and promotes quality faculty-student interaction and the maintenance of a beneficial athletic experience; assists the Assistant Athletic Director/Compliance with appropriate eligibility matters to ensure compliance with the NCAA, Missouri Valley Conference and UNI academic requirements.
3. Administers the department's NCAA CHAMPS/Life Skills program, including coordinating the teaching of the CHAMPS class for all first-year student athletes; coordinates special programming for student athletes; and attends seminars, conferences, and training sessions in student services/life skills.
4. Counsels student athletes not meeting progress requirements; investigates inquiries concerning academic problems of student athletes; consults with appropriate coaching staff members concerning academic progress of team members; acts as a liaison between faculty, students and coaches as necessary; and conducts mid-term grade reporting.
5. Coordinates with the Office of the Registrar and the athletics compliance officer regarding academic eligibility of initial and continuing student athletes; prepares the eligibility report for each sport prior to competition with proper signatures and review by University Officials.

NECESSARY QUALIFICATIONS: Bachelor's degree plus at least two years of experience in athletics academic advising, student services or related field required. Experience with NCAA compliance and eligibility preferred. Evenings and weekends required. Criminal and other relevant background checks required. Position is anticipated to start July 1, 2009.

APPLICATION PROCESS: Application materials received by March 9, 2009 will be given first consideration. Additional information provided upon request (319) 273-3424. Send cover letter, resume, and names, addresses, and telephone numbers of three references to: Athletics Academic Advisor Search Chair, Human Resources, 027 Gilchrist, UNI, Cedar Falls, Iowa 50614-0034. Fax (319) 273-2927. Email: HRS-Applications@uni.edu URL: www.uni.edu UNI is a smoke free campus.

THE UNIVERSITY OF NORTHERN IOWA IS AN EQUAL OPPORTUNITY EMPLOYER WITH A COMPREHENSIVE PLAN FOR AFFIRMATIVE ACTION.