POSITION DESCRIPTION
Student-Athlete Academic Success Coordinator

Position……Student-Athlete Academic Success Coordinator
Department/Site……Kinesiology, Health, and Athletics
FLSA……Non-Exempt
Evaluated by……Dean of Kinesiology, Health, and Athletics
Salary Range……...36

Summary
Assists in planning, organizing, supervising, and coordinating the District's student-athlete academic success and eligibility plans. Assists in developing and implementing policies and procedures pertaining to a comprehensive student-athlete academic success plan, the student-athlete success center, student-athlete eligibility processes and other related functions. Coordinates, leads and performs a variety of specialized complex technical and clerical tasks in connection with the admission, registration, records, academic progress and success, status and eligibility of students. Coordinates the work of staff, including processes for peak periods of student customer service activity.

Essential Duties and Responsibilities
- Assists the athletic administration in coordinating all aspects of the student-athlete academic success and eligibility plans.
- Acts as a department liaison, communicates, coordinates and follows-up with various divisions, departments, outside agencies or others to implement plans and actions pertinent to department responsibilities in compliance with District policies, procedures and standards; organizes and oversees related activities.
- Plans organizes, manages and evaluates the District's student-athlete academic success program; establishes plans, initiatives and activities to meet college and athletic department goals and objectives; implements program plans, work processes, procedures and policies required to achieve program performance goals; coordinates and integrates program functions with staff and faculty in student services, athletics, and administration; monitors expenditures against an annual program budget.
- Plans, organizes, manages and evaluates the District's student-athlete eligibility process; coordinate with the staff to verify compliance with student athletic eligibility standards and provides orientation to staff on these issues; assist with student-athlete compliance verification with all institutional, conference and California Community College Athletic Association (3C2A) policies, rules and regulations concerning recruitment and eligibility of student-athletes; collect, compile, and verify all forms submitted by student-athletes and staff are in compliance with athletic eligibility policies and procedures; organize and complete required paperwork for student-athletes and athletic department; and access student information systems and work with students services to ensure athletic eligibility requirements are in compliance with 3C2A regulations.
- Works to ensure student-athlete compliance with California Community College Athletic Association (3C2A) and National Collegiate Athletic Association (NCAA)/National Association of Intercollegiate Athletics (NAIA) eligibility requirements; maintains records of all athletic team members' grades, class schedules and attendance; assists student-athletes' compliance with in-season weekly eligibility checks.

- Assists students-athletes in the enrollment application process; and discusses resources, programs, and services available throughout the District and the local community.
- Coordinates with the athletics department staff and student services staff to conduct student-athlete orientations. Participates in organizing and conducting orientations.
- Collaborates with the athletic counselor(s) to verify course selections by student-athletes which are best suited to their college majors or transfer requirements based on counselor approved SEP; prepares files, transcripts, correspondence, and reports.
- Coordinates and engages in student-athlete follow-up activities related to counseling projects and initiatives through phone calls, email, and social media.
- Assists student-athletes in identifying opportunities for and responding to recruitment by four-year colleges/universities; coordinates four-year institution coaches' recruitment visits; assists student-athletes in making the transfer to four-year institutions.
- Prepares and presents student-athlete success program information to the campus community and outside groups; compiles, maintains and updates data on student-athlete persistence, retention and transfer rates.
- Represents he District at meetings, conferences and seminars including but not limited to the 3C2A, Sport Conferences and NCAA/NAIA and provides reports and updates from these areas.
- Serves on, or supports committees to provide job related information, as assigned.
- Composes general office correspondence and performs other clerical services of a routine nature including but not limited to filing, data entry, processing of bulk mail and completing forms.
- Performs other duties as assigned that support the overall objective of the position and division.

Qualifications

- **Knowledge and Skills**
  - Requires an in-depth knowledge of an athletic program and its functions and operations.
  - Requires knowledge of the laws, rules, regulations and codes associated with community college athletic programs.
  - Requires knowledge of athletic eligibility requirements.
  - Requires a basic knowledge of individual sports.
  - Requires knowledge of the procedures and practices of student-athlete development, admissions, counseling, eligibility for sports participation and college transfer.
  - Requires a working knowledge of the current trends and practices in collegiate athletic recruiting.
  - Requires knowledge of the principles and practices of program planning and management.
  - Requires knowledge of the principles and practices of sound business communication.
  - Requires a basic knowledge of research, data compilation, database management, recordkeeping and reporting techniques.

- **Abilities**
  - Requires the ability to understand, interpret, explain and apply California Community College Athletic Association (3C2A), National Collegiate Athletic Association

(NCAA)/National Association of Intercollegiate Athletics (NAIA) rules and requirements applicable to student-athlete issues/needs.
- Requires the ability to coordinate with multiple departments within the District to ensure student-athletes are provided maximum assistance in sustaining their athletic eligibility and positioning themselves for successful transfer to a four-year institution.
- Requires the ability to maintain accurate data and statistics on student-athlete success rates.
- Requires the ability to communicate effectively with student-athletes, coaches, staff, and campus community, orally and in writing.
- Requires the ability to understand and carry out written and oral instructions.
- Requires the ability to interact effectively and persuasively with visiting coaches from four-year institutions.
- Requires the ability to perform research and analysis on student-athlete trends/status.
- Requires the ability to utilize computers and other forms of advanced technology.
- Requires the ability to prepare clear and accurate written material, correspondence and records.
- Requires the ability to organize work, set priorities and exercise sound judgement within established guidelines and responsibilities.
- Requires the ability to interpret, apply and reach sound decisions in accordance with applicable laws, rules, regulations, policies and procedures.
- Requires the ability to establish and maintain an effective working rapport with District management, staff, external agencies and others encountered in the course of work.
- Requires the ability to use a high degree of tact, diplomacy and discretion with sensitive and confidential information/situations and concerned individuals.

Physical Abilities

- Requires ambulatory ability to sit in front of computer screen for extended periods of time, to move about between workstation, student-athlete success center, and various offices/areas, and to reach for work materials and files.
- Requires the ability to lift and carry lightweight materials (under 20 pounds) on an occasional basis.
- Requires sufficient hand, arm, and finger dexterity to operate computer keyboard or other office equipment.
- Requires visual acuity to read words and numbers.
- Requires speaking and hearing ability sufficient to hear over phone/computer and routine conversations.

Education and Experience

- An associate degree, or the completion of at least sixty (60) college-level semester units, and three years of athletic eligibility, admissions and records, or student success experience; or, in absence of an associate degree, or the completion of at least sixty (60) college-level semester units, five years of athletic eligibility, admissions and records, or student success experience.