



ASSISTANT DIRECTOR OF STUDENT-ATHLETE ACADEMIC SERVICES/LEARNING SPECIALIST

UNIVERSITY OF ARKANSAS AT PINE BLUFF

The University of Arkansas at Pine Bluff, an NCAA Division I member of the Southwestern Athletic Conference and one of the leading institutions of higher education in the region, is accepting applications to fill the position of Assistant Director of Student-Athlete Academic Services/ Learning Specialist. This position reports directly to the Director of Student-Athlete Academic Services and will assist with academic oversight and structure to ensure successfully meeting the required Academic Performance Rate (APR) benchmark while helping to ensure successful retention and graduation rates of student-athletes. The incumbent will also serve as the learning specialist for the Student-Athlete Academic Services program.

The incumbent will be charged with maintaining and enhancing the academic prowess of the University's athletics program, which has propelled the department to being one of the top academically rated programs in the Southwestern Athletic Conference. The specific duties associated with the Assistant Director of Student-Athlete Academic Services/Learning Specialist position shall include, but not be limited to: (1) Overseeing the academic eligibility and progress-towards-degree requirements of all student-athletes; (2) Implementing academic support to include academic and career counseling for student-athletes, individual and team study sessions and tutoring services; (3) Academic learning center oversight; (4) Developing and implementing successful student-athlete leadership and welfare programming; (5) Providing effective oversight of the Student Athlete Advisory Counsel (SAAC), (6) Assisting with NCAA and conference federal reporting; (7) Overseeing the maintenance of the NCAA Special Assistance Fund; and (8) Assisting coaches in evaluating prospects for NCAA academic eligibility.

All applicants are expected to be at campus events to promote the commitment to customer service by building effective partnerships with co-workers throughout the University, freely sharing appropriate information and aiding when needed, ensuring optimum service to all internal and external partners in response to all requests for service and information and maintaining an environment that is welcoming to persons of all backgrounds, nationalities and roles.

This position will be required to travel with assigned team(s) on road trips for competitions or conferences and be accessible to the student-athletes, coaches and administrators during non-traditional working hours. From time-to-time, evening and weekend hours will be required.

MINIMUM QUALIFICATIONS (Required):

- Master's degree required

- Three to five years working in academic support at NCAA institutions, preferably at the Division I level
- Thorough knowledge of NCAA Division I academic requirements, regulations, practices, philosophies, and procedures
- Experience in supervision and departmental leadership
- Ability to effectively organize, manage and supervise a departmental unit
- Ability to multi-task and work in a team environment
- Working knowledge of standard computer software such as Microsoft Office Suite, and the ability to learn and utilize the specific software necessary for academic advising and tutoring
- Excellent written and oral communication skills

MINIMUM QUALIFICATIONS (Preferred):

- Experience with academically at-risk students and learning disabilities
- Sincere desire and ability to assist student-athletes to succeed
- Ability to interact effectively with student-athletes, advisors, coaches, faculty and administrators
- Strong organizational, interpersonal and communication skills with the ability to multi-task, prioritize, and work with people in a fast-paced, potentially hectic environment
- Experience with Grades First Student Support System
- Knowledge of NCAA Compliance Assistance internet (CAi), Legislative Services Database for the internet (LSDBi)

Interested applicants should send a cover letter, resume' and contact information on a minimum of three professional references to:

Director of Student-Athlete Academic Services/Learning Specialist Search Committee
 c/o Office of Human Resources
 University of Arkansas at Pine Bluff
 1200 North University Drive
 Mail Slot #4942
 Pine Bluff, Arkansas 71601

Applications will be accepted until suitable candidates are found.

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