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 for the position of Student-Athlete Academic Advisor. The incumbent will be charged with maintaining and enhancing the academic prowess, which has propelled the department to being one of the top academically rated programs in the conference. The athletics academic athletic advisor will be responsible for the monitoring of all academic programs including monitoring of grades, advising student-athletes, degree planning, progress towards degree, graduation requirements, assisting with NCAA academic eligibility, and must be fully committed to comply with all established institutional, conference and NCAA rules and regulations.

Specific duties associated with this position shall include, but not be limited to: acting as liaison with faculty and staff regarding academic requirements and standards; and maintaining a keen knowledge of the APR (Academic Progress Rate) and academic standards through ongoing professional development opportunities; provide student-athletes with in-depth information concerning course descriptions, prerequisites, and registration procedures; create appropriate and individualized academic support plans and goals; and promote study skill development and diverse learning strategies. This position will communicate with athletics administration, coaching staffs and faculty regarding student athlete progress; monitor academic progress; will assist in recruiting prospective student athletes and their families to provide information regarding academics at the University of Arkansas at Pine Bluff.

The person in this position may be responsible for mentoring high-risk student athletes and monitoring their academic progress through regular individual meetings. The candidate will assist the Tutor Coordinator and with the athletic tutorial program, including but not limited to: maintaining tutoring database and preparing daily tutorial reports for Director of Student-Athlete Academic Services and the Tutor Coordinator, as well as assisting with tutor training and monitoring study hall. Additionally, the assistant athletic academic coordinator will be responsible for performing other duties as assigned.

This position may be required to travel with assigned team(s) on road trips for competitions 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: Bachelor’s degree and at least three years of experience on the NCAA Division 1 level as an administrator, coach or student-athlete. Review of applications will commence immediately and continue until the positions are filled.

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

Student-Athlete Academic Advisor Search Committee  
c/o Human Resources Department  
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.

"UAPB is an Equal Opportunity/Affirmative Action/E-Verify Employer"

06/22/16