



## Savannah State University Position Description – Athletics Academic Coordinator

### ***POSITION DESCRIPTION***

Position Title: Athletics Academic Coordinator FLSA Status: Exempt  
Reports to: Assistant Athletic Director for Compliance  
Division: Athletics  
Date Prepared: May, 2010

### ***BASIC FUNCTION***

Reporting to the Assistant Athletic Director for Compliance, this position will support the Athletics academic services initiatives (NCAA 22.2.2.2). Basic functions include but are not limited to compilation, review, analysis, and reporting of student-athlete and Athletics Department data for reports to Athletics Administration, University Administration, coaches, and the NCAA and other approved entities. Provide staff support for the Center for Academic Success regarding student-athlete participation and tutorials.

### ***NATURE & SCOPE***

Assist in the updating and development of the student-athlete academic improvement plan(s) and monitor adherence to the plans(s).

Manage data and records and coordinate all aspects of a major research projects and collect, analyze, and report data for use in major department studies and policy decisions related to student-athletes.

Interact with inter/intra-institutional entities and participate in academic forums, conferences, and interviews to determine best practices in student-athlete academic success.

Connect student-athletes with academic resources and monitor their progress.

Identify student-athletes with academic deficiencies, create individual academic improvement plans and assist student in identifying and using academic resources.

Create questionnaires and conduct surveys related to the interest and needs of student-athletes related to academic success.

### ***PRINCIPLE ACCOUNTABILITES***

- Manage confidential data and student-athlete records
- Review and analyze student-athlete data and statistics and present results.
- Assist in the Athletics Department's distribution of services to student-athletes
- Provide staff support for Athletics academic service initiatives

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

Must possess a Bachelor's Degree, initial work in graduate studies preferred from an accredited institution. Must have strong working knowledge of Microsoft Excel, Access, PowerPoint, and Word. Strong computer skills and the ability to plan programs and conduct research. Familiar with NCAA CAI software.