

CLASSIFICATION SPECIFICATION

Student-Athlete Academic Development Specialist

FT/PT Class Code: 3128, 3628 Pay Grade: B/C 13 FLSA: Non-Exempt Est. 10/09/18

SUMMARY STATEMENT: An incumbent facilitates student-athlete recruitment and academic success that results in graduation of student-athletes.

NATURE AND SCOPE:

The incumbent reports to the collegewide athletic director and is a member of the Student Affairs team. A significant aspect of this position is recruiting prospective students by promoting athletics and academic programs and by developing and maintaining working relationships with high school athletic directors and coaches. Typical contacts include College faculty and staff, high school athletics staff, student-athletes and parents.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Facilitates student-athlete academic success and graduation. This includes monitoring student-athlete academic progress and developing and implementing proactive support and intervention strategies to ensure student-athletes remain in good academic standing at all times and stay on track to graduate within the necessary timeframe.
2. Maintains data and compiles reports on recruitment activity, student-athlete academic progress, student-athlete graduation rates, eligibility, etc.
3. Fosters student-athlete development by implementing and encouraging opportunities for leadership development, civic engagement, etc. Implements appropriate wellness and physical activity programs responsive to College and campus needs.
4. Implements collegewide plan to recruit and enroll student-athletes for collegewide athletics program. Provides assistance to athletic coaches in recruiting student-athletes by providing support to prospective students such as campus tours, admissions information, and financial aid assistance. Ensures recruitment efforts are aligned with the collegewide vision and mission for athletics.
5. Develops and maintains a working relationship with Delaware high school athletic directors and coaches.
6. Provides support to ensure collegewide compliance with student-athlete eligibility, National Junior College Athletic Association (NJCAA) requirements, and all state and federal laws related to athletics, including the gender-equity in athletics requirements of Title IX.
7. Assists in collegewide marketing and promotion of athletics in order to facilitate strong public relations and engage the internal and external community in supporting Delaware Tech athletics.
8. Serves as a liaison between the collegewide athletic director and the campus, monitoring and communicating day-to-day needs, such as student-athlete issues, coach questions, and program operations.

PRINCIPAL ACCOUNTABILITIES, cont'd:

9. Serves as the College representative at designated athletic events, games, or other activities. Provides game day management for College athletic events.
10. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of academic and career advising strategies.
- ◇ Understanding of and commitment to the community college mission.
- ◇ Knowledge of Title IX and other relevant Federal and/or State regulations.
- ◇ Knowledge of collegiate sports.
- ◇ Knowledge of student records systems, database, and spreadsheet software.
- ◇ Excellent interpersonal and communication skills.
- ◇ Ability to communicate effectively with diverse populations.
- ◇ Ability to develop rapport with staff and students.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and two (2) years of relevant experience, or other equivalent combination of education and experience.