

Laker Academic Success Center Graduate Assistant

Position dates: August 1, 2016- May 27, 2017

Abilities/Skills:

- Must have the ability to navigate a fast paced and intense environment that requires meeting deadlines for multiple tasks.
- Must have the ability to effectively communicate task related needs to multiple resource providers.
- Must have computer software application skills to develop written reports, graphs and tables.
- Must be attentive to detail and accurate in record keeping.
- Must have conflict management and interpersonal skills that maximize success in communicating with individuals from a diverse background.

Responsibilities (include but not limited to):

Year One:

Laker Academic Success Center- Athletes Who Care Program

- Manage the Athletes Who Care (AWC) volunteer program for student-athletes
- Coordinate school visit program with schools throughout the state
- Maintain the Laker Academic Center Website
- Coordinate study tables and track attendance
- Co-advise Student Athletic Advisory Committee
- Assist the coaches in locating volunteer opportunities for their team to participate in
- Complete special projects requiring data collection, analysis, and interpretation.

Compliance

- Become familiar with the NCAA Division II Compliance Manual and LSDBi (Legislative Services Database.)
- Become familiar and monitor the Initial Eligibility status of incoming Prospective Student-Athlete (PSA) on the NCAA Eligibility Center's website. May include communicating with the respective GVSU coach and psa as to their initial eligibility status.
- Input various data into the NCAA's Compliance Assistant Database (CA).
- Reviewing transcripts, test scores and course schedules to confirm eligibility.
- Monitor team Countable Athletic Related Activity Reports (CARA).
- Monitor/review NCAA/Great Lake Intercollegiate Athletic Conference (GLIAC)/ GVSU Compliance Forms
- Directly responsible for creating and disseminating Monthly Newsletter to entire Inter-Collegiate Athletic (ICA) Staff via website.
- Creating and archiving student-athletes files.
- Filing of the various compliance forms into the respective student-athletes files.
- Attend weekly ICA Staff Meetings and others relevant meetings as they come up.
- Assist Associate AD-Compliance in the championship bids process and in all activities associated in hosting NCAA and GLIAC Championships events.
- Assist Associate AD- Compliance with various waivers, appeals, etc.
- Other duties as assigned.

Year Two:

Academic Advising/Tutoring Coordinator

- Determine the academic support needs of an assigned group of student athletes through regular one-on-one consultation meetings, monitor and report behavior in a structured study environment, and report grades given by instructors.
- Assist Laker Academic Center Advisors by creating written reports that articulate student athlete academic course progress, structured study attendance and behavior.
- Provide course schedule consultations to a selected group of student athletes.
- Complete special projects requiring data collection, analysis, and interpretation.
- Assist tutorial coordinator by setting up group and one-on-one tutorial sessions based on student athlete performance and requests.

- Coordinate the Tutoring Program
- Assist with occasional programming/recruiting visits on weekends

Required Education/Experience:

Applicant must have completed a bachelor's degree from an accredited college or university.