

**Niagara University**  
**Job Description**

**NAME:** Vacant  
**DATE:** September 2022  
**JOB TITLE:** ACADEMIC COACH (Athletic)  
**FLSA STATUS:** Exempt  
**JOB STATUS:** FULL-TIME SEASONAL, 10 MONTHS  
**JOB TYPE:** PROFESSIONAL  
**WORK LOCATION:** SETON HALL/FIRST FLOOR  
**TITLE OF IMMEDIATE SUPERVISOR:** COORDINATOR, ACADEMIC SUCCESS PROGRAMS  
**DEPARTMENT:** ACADEMIC SUCCESS CENTER  
**SECTOR:** ACADEMIC AFFAIRS

**JOB SUMMARY:**

Under general supervision, the Academic Coach provides academic support to the Men's and Women's Basketball teams, as well as other student-athletes and at-risk students, as assigned. The Academic Coach serves as the liaison with athletic coaches to support the academic needs of student-athletes.

**ESSENTIAL DUTIES:**

- Provide direct support to student-athletes on the Men's and Women's Basketball teams and other student-athletes and at-risk students participating in the Academic Coaching Program (fall) and the Academic Success Program (spring), assisting them in managing their academic transition to college and/or improving their academic performance, developing study skills/behaviors, and utilizing a variety of university resources, as needed, to maximize their academic success.
- Monitor the academic performance of student-athletes and refer students to ASC for academic support.
- Monitor attendance during study hall hours.
- Travel occasionally with the Men's and Women's Basketball teams to provide academic support.
- Provide assistance to student-athletes during the pre-registration process to ensure that they are aware of how travel and practice times may impact course scheduling; review academic requirements related to progress toward degree obtainment as it relates to student-athlete eligibility.
- Maintain meeting notes and attendance for each student-athlete and prepare reports for the supervisor.
- Meet with prospective student-athletes visiting campus to share information on academic coaching.

## **ACADEMIC COACH**

- Maintain regular contact with coaches and facilitate effective communication between coaches and faculty.
- Attend and participate in ASC and Athletic department meetings.
- Maintain confidentiality of information (including but not limited to: student and employee personal information, student grades, etc.), both during and after employment with the University. Any question regarding the confidentiality of material, should be referred to the supervisor. Any violation shall subject the employee to disciplinary action, up to and including termination of employment.
- Perform other duties as assigned.

### **GENERAL DESCRIPTION:**

% of Time

- 75% Provide direct support to identified student populations and maintain appropriate records of support provided.
- 10% Occasional travel with Men's and Women's Basketball teams.
- 10% Serve as a liaison between coaches, faculty, and students.
- 5% Attend ASC and Athletic department meetings.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of intervention techniques for at-risk college students, specifically student-athletes.
2. Knowledge of NCAA rules and regulations.
3. The candidate must be detail-oriented, organized, and able to manage administrative tasks including conducting both formal and informal assessments throughout the year.
4. Excellent oral, written, problem-solving, and interpersonal skills.
5. Ability to work well with a variety of constituencies in a small college environment.
6. Ability to interpret high school transcripts and various student data related to at-risk students.
7. Proficiency in using a computer and various types of software including Microsoft Word, Excel, PowerPoint, Outlook and the Internet as well as other office machines with or without accommodation.
8. Ability to respond to inquiries received through a variety of means (telephone, email, etc.) with or without accommodation.
9. Ability to work nontraditional business hours as needed.

### **CONTACTS:**

- Niagara University faculty, staff, coaches, and students.

## ACADEMIC COACH

### **ERGONOMIC REQUIREMENTS:**

The functions of the position are usually performed sitting, but may require some amount of time standing. Some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying, and other movements may be required. Tasks involve working on a computer keyboard and using computer software applications and a calculator that involve extensive wrist and hand movements. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others.

### **QUALIFICATION STANDARDS:**

1. A Master's Degree in Education or a related field is required.
2. One to three years of experience with academic advising, coaching, and/or mentoring at the university level is preferred; experience working with student-athletes is preferred.
3. Candidate must be a self-starter and possess a thorough understanding of academic support theory and best practices; have an understanding of the needs of a diverse college student population including student-athletes.
4. Exhibit excellent verbal and oral communication skills.
5. The candidate must be detail-oriented, organized, and able to manage administrative tasks including conducting both formal and informal assessments throughout the year.
6. Excellent judgment and respect for confidentiality.
7. A valid New York State driver's license is required that satisfies both University and insurance company underwriting rules and regulations for driving a motor vehicle.

**THE UNIVERSITY RESERVES THE RIGHT TO MODIFY, REASSIGN, OR COMBINE POSITIONS AT ANY TIME WITHOUT PRIOR NOTICE.**

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Employee Signature

Date

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Supervisor Signature

Date

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