



Special Assistant to the Athletic Director Academic/Athletic Liaison

Position Description

The Special Assistant to the Athletic Director oversees the academic progress of all student-athletes. This academic/athletic liaison answers to the Athletic Director and to the President of the College and is responsible for monitoring the academic progress of Erskine student-athletes with a focus on first-year students and those provisionally accepted to the College. Additionally, this position has dotted-line reporting responsibility to the Provost and the Vice President for Student Success.

The intent is to foster an atmosphere of academic success among our student-athletes that encourages diligent work, timely completion of assignments, and respect for the importance of the academic process. The candidate for this position must be able to relate to college athletes and coaches while earning the respect of each academic department and of individual professors. The goal of this program is to facilitate the successful transition of our student-athletes into a rigorous college program for the purpose of creating in each athlete the desire to succeed in the academic classroom and to graduate in a timely fashion.

Responsibilities

- Works with the academic office, administrative dean, enrollment office, office of student success, and athletic coaches to assess the academic ability of prospective students with a clear understanding of the academic profile necessary for a student to be successful at Erskine.
- Implements academic strategies for the purpose of encouraging student success in consultation with the administrative dean.
- Keeps all key constituents updated on individual student progress.
- Offers academic guidance to coaches in the recruitment process, helping them to identify student-athletes who will succeed at Erskine.
- Helps plan the summer "Bridge Program" along with the college academic office and student development office for students who need extra preparation before entering the college.
- Maintains a file on all student-athletes provisionally accepted and assists them in getting the help needed to be successful. This might include mandatory study halls, tutoring, and helping athletes establish a positive relationship with professors.
- Serves as the contact person for professors who identify students who are failing to complete assignments or to attend class regularly. This position thus provides a clearinghouse as a service to professors who want to work with the student-athlete and find pathways to academic success.

- Establishes mandatory study hall attendance and finds student and/or adult tutors on a weekly basis. Works with our SI (supplemental instruction) to coordinate this program with other programs for the student-athlete.
- Coordinates his/her work with the NCAA compliance director at Erskine.
- Works with the Administrative Dean and the VP for Student Success to plan an academic first-year program that is viable and makes sense for incoming classes.
- Works with the academic office on issues of retention semester to semester with the hope of establishing individualized programs that will allow our most vulnerable students to find a path to success.
- Develops and implements leadership initiatives for our student-athletes.

Experience and Skills Required

- The minimum of a bachelor's degree, preferably in a discipline that lends itself to this academic/athletic intersection. Master's degree strongly preferred.
- Experience in the student services area preferred.
- Experience with NCAA II eligibility standards preferred.
- A knowledge and love for NCAA athletics and an understanding of the unique challenges of the student-athlete.
- A respect for the liberal arts and the importance of student-athletes finding success in the classroom.
- The ability to communicate clearly to both athletes and coaches and to assist professors in working with student-athletes to help facilitate academic success.
- The ability to organize programs, maintain files on a large number of student-athletes, and collaborate successfully with the full range of college stakeholders.
- Strong data analytics skill set in order to prescribe success measures on both a macro (college-wide) and micro (individual student) level.