

Job Description

Position Title: Athletics Academic Advising Coordinator

Job Family: Student Services

Job Level: Professional - Intermediate

FLSA Status: Exempt

Salary Grade: 04

Position Summary:

The Athletics Academic Advising Coordinator organizes support for Pima Community College student athletes, including assisting with admissions, assessment, orientation, registration, and academic advising. The position works with coaches to identify student athletes needing support and to track their academic progress; and collaborates with Program Advisors to ensure that student athletes have the resources they need to be successful in their academics. The position also collects and analyzes data related to student athlete retention, persistence, and completion; and utilizes data to make continuous improvements in programs and services for student athletes. The Athletics Academic Advising Coordinator provides academic advising by maintaining a student caseload for Liberal Arts students.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates programs for student athletes including but not limited to: New Student Orientations, assessment testing, and success workshops.
2. Manage a Liberal Arts student caseload, providing academic advising to include four-year transfer information and course selection; and provide information about certificates, degrees, and College services, as well as develops student educational plans.
3. Collaborates with coaches in identifying student athletes needing support and monitors their academic success.
4. Collects and analyzes data related to the retention, persistence, and completion rates of student athletes; utilizes data in making continuous improvements to programs and services for student athletes.
5. Facilitates professional development for faculty and staff regarding student athletes; provides information on the needs of student athletes; provides data on the academic success of student athletes at Pima Community College; and shares information about programs and services for student athletes.
6. Serves with Student Affairs Leadership team to support Student Services Center operations.
7. Participates in College and community committees, workshops, meetings, training sessions, taskforces, and conferences.
8. Researches best practices in advising student athletes.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of advising and counseling practices as well as college policies and procedures.
2. Knowledge of internal and external customer service principles and practices.
3. Knowledge of principles and methods for promoting programs and services.
4. Knowledge and application of various instructional methodologies.
5. Skill in analyzing data and drawing conclusions.
6. Skill in effective communication (both written and oral).
7. Skill in organization, coordination, and management.
8. Skill in public speaking.
9. Ability to develop and maintain effective and positive working relationships.

Supervision:

- Provides lead work, advises and/or guides students. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Has responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Education or a closely related field of study required.
- Master's degree in Student Development or a closely related field of study preferred.
- One (1) to Three (3) years of related experience in academic student services required.
- Three (3) to Five (5) years of related advisory experience in academic services or counseling preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Occasional work evenings or weekends.
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License