



CAREER OPPORTUNITY

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Position Information

Posting Date: December 18, 2007
Working Title: Lead Athletic Academic Advisor
Reporting Unit: Student Success Services
Requisition Number: 13247
Salary Range: \$3,834 - \$5,462/month
Hiring Range: \$3,834 - \$4,206/month
Excellent Benefits Package: [Academic Professionals of California\(APC\) Benefits Summary](#)
First Screening Date: January 2, 2008
Applications received after the first screening date will be considered at the discretion of the University.
Position Classification: Student Services Professional III
Bargaining Unit: Academic Professional of California

Information update:

First screening date extended: January 9, 2008

About the Position

The Student Success Services Department at San José State University supports the academic mission of the University and collaboratively works with the campus community to enhance student success. Student Success Services provides academic advising and learning support services to the student-athletes who are members of the 16 NCAA sanctioned teams that represent San José State University.

Reporting to the Director of Student Success Services (SSS), the Lead Athletic Academic Advisor provides academic tenure advising, counseling, analysis, and assessment to all prospective, new, and continuing student-athletes and students attempting to complete Title 5, California State University (CSU), and San José State University (SJSU) requirements relating to undergraduate admission, baccalaureate degree requirements, Western Athletic Conference (WAC), and National Collegiate Athletic Association (NCAA) requirements. Working independently, under general supervision, the Lead Athletic Academic Advisor develops, coordinates, implements, and assesses academic support and other retention services and programs for student-athletes in accordance with University policies, NCAA, and athletic conference rules and regulations. May be required to travel between campus offices and off-campus locations. Evening and weekend hours required during peak times.

Duties include, but are not limited to:

- Provide leadership within Athletic Academic Advisor group (including advising several teams)
- Manage a study center on a daily basis and assist the Director in program development
- Serve as a liaison to the coaching staff of assigned teams and assists with the development and monitoring of academic support programs of the Gateway Academic Center
- Provide day to day supervision and training of Athletic Academic Advisors
- Academic support
- Program administration
- Eligibility monitoring
- Policy and procedure administration
- Collaboration with department constituents

Qualifications

Bachelor's degree in related field and at least three years progressively responsible professional experience working with student service function, academic advising, and/or supporting admission functions in a university environment. At least two years experience in a full-time position working

with Division I NCAA compliance issues and academic processes/documents preferred. A Master's degree in a directly related field is preferred and may be substituted for one year of experience.

The ideal candidate will have an excellent reputation in Division I NCAA athletic advising experience and some experience in a lead or supervisory role with professional staff. The ideal candidate will have excellent customer service skills, strong, written and oral communication skills and have the ability to work independently and collaboratively. The candidate will provide a work history that demonstrates commitment to inclusive excellence and student success.

Required Application Material

- Résumé
- Letter of interest
- SJSU Employment Application: [PDF version](#) [MS Word version](#)

Note to Applicant

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

Equal Opportunity Statement

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

For the [SJSU Annual Safety Report \(www.sjsu.edu/safetyreport\)](#)

Contact Information

[Human Resources \(www.sjsu.edu/hr\)](#)

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University Shared Values

Learning

Valuing education and promoting life-long learning.

Student and Employee Success

Placing our highest priority on academic success and personal growth.

Excellence

Setting the highest standards in all we do.

Integrity

Being honest, fair and accountable for our actions.

Diversity

Respecting diversity and recognizing the strength this factor brings to our community.

Community

Valuing collaborative relationships.