



CAREER OPPORTUNITY

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Position Information

Posting Date: June 10, 2008
Working Title: Athletic Academic Advisor
Reporting Unit: Student Affairs
Requisition Number: 13386
Salary Range: \$3,834/month - \$5,462
Hiring Range: \$3,834/month - \$4,178
Excellent Benefits Package: [Academic Professionals of California\(APC\) Benefits Summary](#)
First Screening Date: June 24, 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 Professionals of California

About the Position

The Student-Athlete Success Services (SSS) Department at San José State University (SJSU) supports the academic mission of the University and collaboratively works with the campus community to enhance student success. Provide academic advising and learning support services to the student-athletes who are members of the 16 National Collegiate Athletic Association (NCAA) sanctioned teams that represent SJSU.

Reporting to the Director of the SSS, the 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 SJSU requirements relating to undergraduate admission, baccalaureate degree requirements, Western Athletic Conference (WAC), and NCAA requirements. Working independently, under general supervision, the 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. The functions and responsibilities of this position are focused on serving as a liaison to the coaching staff of assigned teams and assisting with the development and monitoring of academic support programs of the Gadway Academic Center.

Responsibilities include, but are not limited to:

- Develop, implement, and assess academic support programs and services for student athletes
- Contribute to service-delivery function of department by promoting and ensuring student athletes' success from enrollment to graduation through a variety of functions such as study halls and workshops
- Implement business processes for each school year, and relay appropriate feedback to meet demands and specified timelines
- Monitor student-athletes' academic progress toward degree, including initial and continuous eligibility by monitoring academic records to meet SJSU, WAC and NCAA requirements
- Advise on admission requirements, general education courses, transferable courses, and fulfillment of remaining requirements, the academic appeals process and related issues
- Assist with the development and evaluation of the Gadway Academic Center policies and procedures

- Apply CSU policies and procedures as expressed in Title 5 and Chancellor's Office Executive Orders as well as SJSU's academic policies and procedures, WAC and NCAA requirements to individual situations

Qualifications:

We require a bachelor's degree in a related field plus three years of progressively responsible professional student services work experience. A Master's degree in a related field is preferred and may be substituted for one year of experience. Knowledge of Title 5 and experience working with Division I NCAA compliance issues, academic processes/documents and advising is highly preferred.

The ideal candidate will also have:

- Thorough knowledge of English grammar, business writing, punctuation and spelling. Ability to compose and appropriately format various types of correspondence, reports, and communications. Ability to create informational/promotional materials and presentations
- Demonstrated ability in providing counseling/ advisement to students and interfacing effectively with students, faculty, and administrators. General knowledge of principles of individual and group behavior and techniques used in counseling, advising and interviewing
- Working knowledge of software applications such as word processing, spreadsheets, database management and the Internet. Ability to learn and use PeopleSoft
- Ability to quickly learn CSU academic policies and procedures as expressed in Title 5 and Chancellor's Office Executive Orders as well as those of SJSU's CSU, NCAA and WAC, and ability to apply that knowledge to individual situations.
- Strong oral and written communication skills. Must possess excellent customer service and public relations skills. Ability to interact effectively within a diverse and multi-cultural environment

Must have ability to work irregular schedules, including evenings, weekends and during heavy processing periods, as required.

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](http://www.sjsu.edu/safetyreport) (www.sjsu.edu/safetyreport)

Contact Information

[Human Resources](http://www.sjsu.edu/hr) (www.sjsu.edu/hr)

One Washington Square • San José, CA 95192-0046

Phone: 408-924-2250 • Fax: 408-924-2257 • Email: hrsg@sjsu.edu

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.