

Job Description

Interested candidates should submit a cover letter and resume by April 19th to Kelli Layman at Kelli.Layman@ndsu.edu (position open until filled).

Position: Athletic Academics Graduate Assistant

Date of employment: 9-month assistantship with varying start dates: (renewal possible with satisfactory performance reviews). **Hours a week:** 20 hours a week for 36 weeks for a total of 720 hours. Will include some evening hours (1 night until 10:00 pm).

Stipend: \$12,000 per year and a full tuition waiver.

Supervision: Will report to Assistant Directors of Athletic Academics within the Office of Student Support Programs in the area of Athletic Academics.

Location: Housed in the Sanford Health Athletic Complex (SHAC)

Serving as a mentor to student-athletes and assist in carrying out athletic academic programming – 80%

Duties will include:

Meeting weekly with assigned student's athletes in order to counsel on academic difficulties and make campus referrals.

Complete weekly academic progress reports.

Assist in monitoring student-athletes and provide on-site supervision at the SHAC.

Communicate student-athlete academic issues with coaches/athletic staff.

Monitoring NCAA eligibility progress.

Assist in administering tutoring and other academic enhancement programs – 10%

Duties will include:

Administer grade check processes.

Assist with academic registration process including verifying student-athlete registration.

Assist full-time staff with projects.

Other duties as assigned – 10%

Customer Service

Provide model customer service at all times to students, staff, faculty, and NDSU guests.

Work Safely

Follow safety rules; help identify unsafe working conditions; stop co-workers who are working in an unsafe manner

Minimum Qualifications:

Admitted graduate student at NDSU in a degree program (cannot be non-degree seeking)

Ability to successfully establish rapport with students

Professional presence

Excellent written and verbal communication to wide range of audiences

Ability to work as a team player

Detail oriented

Proficiency with Microsoft Office

Preferred Qualifications:

Bachelor's degree in Education, Counseling or closely related field

Experience in athletics