

**Position:** Academic Coach for Student-Athletes (Part-Time)

**Department:** Center for Student Success

**Reports to:** Student-Athlete Academic Advisor

**Job Summary:** On a part-time basis, the Academic Coach provides direct academic assistance to student-athletes to help facilitate positive academic performance. The academic coach role connects students to tutoring, teaches specific organizational and learning strategies, conducts academic advising, and helps students to understand their unique learning strengths and weaknesses.

**Schedule:** Flexibility in part-time work hours is required to accommodate changes to class and practice schedules, competition, enrollment and other factors throughout the college's academic year. Evening hours will be required. The normal work schedule for this position will consist of approximately 20 to 25 hours per week.

**Special Circumstances:** This position will at all times be contingent upon third party grant funding. Any lack of such funding may lead to a reduction in work hours or the elimination of this position.

**Salary:** \$16.50/hr.

**Duties and Responsibilities:**

- Assist the Student-Athlete Advisor with academic counseling and career planning for student-athletes in assigned sports.
- Manage study hall and study groups, in addition to providing study skill assistance.
- Coordinate student-athletes with tutors in the Academic Enhancement Center when requested.
- Communicate frequently, effectively, and consistently with the College's Student-Athlete Advisor regarding both general and specific aspects of student-athlete academic development progress, concerns or recommendations.
- Provide instruction in areas including reading comprehension, note taking, test taking, time management, study skills, concentration, memory, motivation, faculty interaction, classroom engagement, and other learning strategies.
- Maintain compliance with all NCAA, conference and institutional rules and policies relative to the recruitment and eligibility of all freshmen, transfer and continuing student-athletes.
- Strive to build and maintain positive relationships with all internal and external constituencies.
- Engage in activities that will have a positive impact and raise the level of awareness of College's athletics program.
- Stay abreast of the College's rules and policies to direct students to the appropriate resources within the College, and ensure proper security for student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Perform all other duties as assigned.

**Qualifications:**

- Bachelor's degree required; Master's in higher education, counseling, sport administration or related field preferred.
- Experience working within a tutoring program which services student-athletes.
- Proficient with Microsoft Office Suite.
- Self-motivated and able to work independently and regularly exercise sound judgment regarding academic integrity, administrative detail and procedures.
- Experience in managing and coordinating study halls and tutoring training; worked with at-risk student-athlete population.
- Experience providing individual tutoring support, study skills assistance, time management strategies or other learning support instruction to high school or college students with specific emphasis on working with student athletes in an academic setting, is preferred.
- Computer proficiency with Microsoft Word, Excel and the ability to learn additional programs.
- Awareness and sensitivity to the needs and expectations of college students.
- Ability to work with a diverse student population.
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College

**About St. Francis College:**

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [here](#).