

Academic Advisor

This position is a Hampton University Academic Advisor staff member and will report to the Assistant Director of Athletics for Academics. This includes assisting the Assistant Director of Athletics for Academics with daily tasks such as maintaining student-athlete information and ensuring coaches and teams follow CAA guidelines and regulations.

Job Duties:

- Will serve as an academic advisor for assigned student-athletes. The advisor will monitor academic eligibility and progress and provide academic support and personal counseling for assigned student-athletes.
- Administratively, the advisor is responsible for monitoring the student-athletes study hall and academic progress and reporting information to the Director of Student-Athlete Academic Services and the Head Coaches of each respective sport they support.
- Responsible for advising student-athletes regarding satisfactory progress towards degree and eligibility standards as set forth by governing agencies, monitoring the same. Knowledge/experience in APR, NCAA Compliance assistant, and Banner.
- Responsible for keeping the Director of Student-Athlete Academic Services and appropriate Athletics Department staff informed about current and future needs to adequately provide comprehensive academic advising support programs for student-athletes. Other duties as assigned.
- Involved in recruiting prospective student-athletes, including interaction with recruits and their families, coaches, guidance counselors, and alumni.

Qualifications:

- Bachelor's degree and two years of experience; or a high school diploma or equivalent and experience equal to six years. (Note: post-high-school education and/or experience may substitute at a comparable rate.)
- Experience working with student-athletes by monitoring their academic progress and employment of educational strategies.
- Experience in presenting educational workshops for student-athletes.
- Experience tutoring, mentoring, or teaching students.
- Experience working independently and prioritizing work under deadlines.
- Experience working with individuals from diverse academic, cultural, and economic backgrounds.
- Ability to work a flexible schedule, including evening and weekend hours.
- Ability to interpret and explain policies to students, parents, faculty, and staff.
- Attention to detail and the highest standard of integrity are imperative.
- Must have the unique ability to deal with people calmly, confidently, and with complete objectivity.
- Experience with Microsoft Office programs.

Preferred Qualifications: Proficiency in software; Microsoft Word/Excel/PowerPoint. Experience working in a Division I compliance office and working compliance software (Compliance Assistant, ARMS, Teamworks, etc.) NCAA rules and regulations.

How to Apply:

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either in person, via email at HROffice@hamptonu.edu or fax to (757) 727.5969.

Office of Human Resources
Hampton University
Hampton, VA 23668

***No phone calls*

***Incomplete applications will not be considered*

Forms:

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.