

Director of Athletic Academic Support/Life Skills

The Director of Athletic Academic Support/Life Skills will lead the academic support services for Hampton University student-athletes. This position is responsible for the organization, implementation and evaluation of academic support programming, advising, mentoring and academic progress monitoring for the assigned student-athlete caseload. This includes evaluation of academic risk/need, administration and supervision of structured one-on-one and small group academic support sessions, academic advising and management of comprehensive graduation plans, preparing and analyzing reports, strategic management of NCAA continuing eligibility/athletics certification, engagement in APR tracking, leading and participating in meetings with coaching staff and administration, participation in university committees and meetings as assigned and other administrative responsibilities in support of the Academic Services staff and mission.

The candidate is responsible for providing overall leadership for all athletic programs and oversight academic advising staff and graduate assistants; assume other leadership responsibilities (to be determined). The Director of Athletic Academic Support/Life Skills will report to the Assistant Athletic Director/Senior Woman Administrator.

Duties and Responsibilities

- Organizes and implements academic services programs that closely monitor the academic progress of freshmen, transfers, and at-risk student-athletes.
- Ensure to motivate student-athletes to take ownership of their academic development.
- Responsible for proactive and strategic planning involving support, advising, mentoring and development of current, former and future student-athletes;
- Collaborate with appropriate Academic Services, Athletics, and campus staff in supporting student-athletes and applicable Academic Services programming.
- Provide detailed and timely grade reports and updates on the academic progress of supported teams and student-athletes;
- Responsible for the monitoring and tracking of continuing eligibility for all student-athletes including management of applicable reports and collaboration with Academic Services, Athletics Compliance and University Registrar's Office in support of the Athletics certification process;
- Strategic collaboration of NCAA APR and GSR tracking and projections;
- Responsible for completion and distribution of all End of Semester Reports for assigned sports;
- Responsible for completing and maintaining applicable eligibility reports and confirming transfer assessments completed by University Registrar Athletics Certification.
- Coordinating community service, health and well-being initiatives, and diversity and inclusion programming. This position will be exposed to professional aspects of
- Establish and maintain an environment conducive to the welfare, personal development and academic success of the student-athletes.
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Education/Experience:

Bachelor's Degree from an accredited University or Master's Degree in Sport Administration or Counseling, Student Affairs preferred. Three years of experience performing related job duties and in collegiate athletics, preferred knowledge of Team works or GradesFirst, and Game Plan. Knowledge with the NCAA guidelines. Must have the ability to manage a small staff.

Qualifications

Must have the ability to communicate effectively and appropriately. Ability to maintain confidentiality of records and information. Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public. Ability to handle multiple tasks simultaneously. Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner. Ability to demonstrate effective athletic personnel and programmatic administration, leadership and supervisory skills and strategies.

Working Conditions & Physical Requirements:

Needs to be able to successfully perform all required duties. Must be able to sit most of the time. Some weekend work and/or travel will be required.

How to Apply

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either 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.