Position: Student-Athlete Support Services Graduate Assistant

Supervisors: Lisa Liotta, Associate Director of Athletics/SWA
Erika Seagren, Assistant Athletic Director/Compliance
Hilary Andelora, Griff Center, Student-Athlete Support Specialist

Responsibilities:

- Meet regularly with student-athletes who are academically at-risk as an academic mentor. Discuss academic progress, identify problems and refer to other campus resources and staff/faculty as needed.

- Assist in maintaining degree requirement summary (GriffAudit), practice projections, and travel contract forms for student-athletes.

- Assist in oversight and use of ARMS platform with ARMS service department and Director of Compliance.

- Assist in NCAA certification of GPA’s, completed credits, and progress toward degree requirements at the conclusion of each semester.

- Assist in preparing and distributing weekly study hall reports, progress reports, and end of semester reports to coaches and administrators.

- Assist in coordinating and nominating student-athletes for academic awards (i.e. NCAA Postgraduate, Conference, National Academic Honor Awards, etc.).

- Advise with the Student-Athlete Advisory Committee (SAAC) on meetings, projects and events.

- Supplemental advisement of student-athletes during drop/add, registration and withdrawal periods.


- Assist and maintain operations of the Golden Griffin Refueling Station.

- Support to the Golden Griffin Leadership Academy.

- Maintain effective communication with coaches and administrators.

- Stay up to date and current with NCAA academic regulations.

- Other duties as assigned by supervisors.

Compensation: 6 graduate courses (3 courses per semester) of tuition waivers + $7,000 stipend per year