

Athletic Academic Graduate Assistant/Intern

St. Bonaventure University is accepting applications for the part-time, 9-month position of *Athletic Academic Support Graduate Assistant/Intern* within the Department of Intercollegiate Athletics. The position reports directly to the Assistant Athletics Director for Academic Support and Student Services. This position requires some evening and weekend hours. Up to 15 hours of on-ground graduate credit hours are included if accepted into the Graduate School.

Responsibilities:

- Monitor academic progress of student-athletes, relating to NCAA and university requirements, and send reports to coaches through weekly meetings with freshmen and assigned student-athletes;
- Maintain and foster an environment conducive to learning
- Assist student-athletes on time management skills, course and major selections, as well as study and test taking skills;
- Monitoring of study hall;
- Assist in maintaining accurate and complete academic records as per NCAA regulations;
- Meet with coaches, student-athletes when academic concerns arise;
- Assist with the Student-Athlete Advisory Committee (SAAC);
- Meet with prospective student-athletes and their families to assist in recruitment
- Assist with coordination of annual student-athlete awards event;
- Occasional travel with teams to assist with academic progress during road trips
- Abide by NCAA rules and regulations and inform the office of compliance of any concerns or questions
- The timely and professional handling of sensitive issues including communication with faculty, coaches and student-athletes is paramount;
- Other duties as assigned;

Qualifications: Bachelor's degree required. Admission to a St. Bonaventure University, on-campus, graduate program required. Previous experience in an athletic academic support setting preferred, as well as a strong academic background and outstanding personal integrity. Employment is contingent on a successful background check. Please submit cover letter, resume and the names of at least three professional references to:

Joel Rosencrance
Assistant Athletic Director
PO Box G
St. Bonaventure, NY 14778
jrosencr@sbu.edu
phone: 716-375-2215

St. Bonaventure University is an Equal Opportunity Employer, committed to fostering diversity in its faculty, staff and student body, and strongly encourages applications from the entire spectrum of a diverse community. In light of its commitment to create and maintain a safe learning and working environment, employment with St. Bonaventure University requires successful completion of a background screening. Unless otherwise provided by law, a criminal record will not automatically disqualify an individual from employment.

