Graduate Assistant Job Description

Graduate Assistant - Athletic Academic Center

General Description

The successful candidate will have a variety of duties including monitoring academic progress, helping in the approval of schedules, helping to conduct weekly mentor meetings and helping to maintain and provide coaches with study hall logs and progress reports. In addition, the candidate must be available to monitor study hall at least two nights a week and assist with the Student-Athlete Advisory Committee and other NCAA Life Skills programs.

Job Duties

- Monitor and track student athlete progress for Olympic teams and other teams as assigned
  - Meet with at-risk student athletes to discuss class progress including grades, upcoming assignments/paper/exams
    - Discuss and help students implement various study strategies to improve their academic skill
    - Provide feedback and suggestions for improving after assignments, paper, and exams
  - Review class selection and degree progress for assigned students
  - Communicate any academic or eligibility issues to a full-time staff member
  - Build strong, professional relationships with all students
  - Provide career advising
- Facilitate the Athletic Academic Center Study Hall program
  - Monitor student behavior while in study hall
    - Make sure students are on task, completing academic work
    - Monitor the volume of students in the center
    - Periodically check to make sure all students checked in are in the center
  - Time permitting, work with students on specific assignments
    - Help students get started with assignments and/or papers
    - Provide study strategies to help students prepare for exams
  - Monitor and promote tutoring
    - Set up tutoring appointments for students
    - Provide assistance to tutors
    - Work with Lead AAC tutor to create Tutor Information bulletin board

Required Qualifications

- Hold a Bachelor’s Degree from an accredited institution of higher education before start date
- Conditional or Unconditional acceptance into the Graduate College at Texas State University
- Acceptance into one of the pre-determined graduate programs: (DETERMINED BY VPSA)
  - Listed below
Enroll in at least nine (9) credit hours per semester in graduate-level coursework
Maintain a GPA of 3.0 throughout all employed semesters
Possess excellent written and communication skills
Possess excellent computer skills (e.g. MS Word, Excel, Outlook and PowerPoint)
Ability to work with diverse populations of faculty, staff, students and community members
Maintain an appropriate degree of confidentiality
Exhibit problem-solving and critical thinking skills

Preferred Qualifications

Experience with NCAA rules and regulations, most specifically Progress Towards Degree
Experience working with student athletes (personal experience as an athlete or tutor for athletes)
Excellent motivation skills
Ability to work with diverse groups of students
Seeking a long-term career in athletics

Terms of Employment

Average of 20 hours worked per week (unless otherwise approved by Department Director)
Two year appointment (ending in May of 2nd year unless otherwise discussed with supervisor)

Salary

Monthly Stipend received at the beginning of each month
Minimum of $1095/monthly (first year of employment)
Minimum of $1123/monthly (second year of employment)

Benefits

Department-funded professional development funds for conferences and travel
Access to workshops provided by Professional Development Office
Access to Bobcat Balance Program & Wellness Program
Insurance options provided by the student insurance plans

Mission of the hiring office

The Office of Athletic Academic Services is committed to providing a vast amount of services and resources that aid student-athletes in maintaining excellence both in the classroom and on the playing surface. The AAC will play an integral role in the academic success of Texas State student-athletes.

Hiring Office Contact Information

Matt Phelps
Associate Director – Athletic Academic Center
Texas State University
512.245.7613
mattphelps@txstate.edu