

Dir, Student Athlete Development

Job Code 50038303

General Description

Responsible for directing, planning, implementing, and coordinating the services of the athletics academic center.

Examples of Duties

Coordinate the hiring of staff and student workers.
Coordinate the maintenance and delivery of academic support services for student athletes.
Assist with tutoring and mentoring program in conjunction with other campus resources in student academic support programs.
Review of student athlete registration to insure that all athletes are advised by an academic advisor.
Assist in maintaining NCAA eligibility.
Prepare and process purchase requisitions, travel and leave requests, and other documentation.
Function as center time administrator.
Coordinate technical maintenance, repair, ordering, software updates, and inventory.
Coordinate event meals and catering for special events.
Assist in preparation of databases for student athlete information and maintain student files.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: NCAA regulations concerning student athletes; computers; developmental education.

Skill in: Creating and preparing letters, proposals, reports, forms and policies/procedure manuals; effectively directing the work of others; motivating staff; establishing rapport with coaches, students and others; identifying students who need assistance; evaluating the academic performance of student athletes; implementing, organizing, delegation, collaboration, and counseling/advising; collecting data.

Ability to: Understand and interpret Texas State, Southland Conference, NCAA policies, official documents, and reports; understand budgeting reports; compute basic math; evaluate and prepare statistical analyses; make effective oral presentations to various audiences.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements