Coord, Athletic Academic Center

Job Code 50019259

General Description
Responsible for providing professional support to the athletic academic center.

Examples of Duties
Coordinate activities for the center’s students.
Oversee course substitutions for graduate and undergraduate and program exceptions.
Provide information concerning departmental requirements for graduate and undergraduate curriculum.
Act as a liaison between the center and other programs/areas.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
university, college and department policies, degree programs and curriculum;
undergraduate/graduate curriculum revisions; factors influencing recruitment and retention of students; entrance criteria of professional schools.

Skill in:
preparing correspondence, reports, interacting courteously with others, prioritizing work.

Ability to:
understand and interpret department, college and university academic standards,
compute GPAs, perform intermediate math, explain degree requirements, policies and procedures, establish rapport with others, create and update materials, train and supervise others.

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