Associate Director, Athletics Academic Center

Job Code 50008613

**General Description**
Responsible for assisting the director in 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; the student athlete.

**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.

**Educational Experience**
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**

Reviewed on 5/17