Job Description

Interested candidates should submit a cover letter and resume to Kelli Layman at Kelli.Layman@ndsu.edu by April 26th (position open until filled).

Position: Athletic Academics Graduate Assistant

Date of employment: 9-month assistantship with varying start dates: (renewal possible with satisfactory performance reviews). Hours a week: 20 hours a week for 36 weeks for a total of 720 hours. Will include some evening hours (1 night until 10:00 pm).

Stipend: $12,000 per semester and a full tuition waiver.

Supervision: Will report to Assistant Directors of Athletic Academics within the Office of Student Support Programs in the area of Athletic Academics.

Location: Housed in the Sanford Health Athletic Complex (SHAC)

- Serving as a mentor to student-athletes and assist in carrying out athletic academic programming – 80%
  Duties will include:
  Meeting weekly with assigned student’s athletes in order to counsel on academic difficulties and make campus referrals.
  Complete weekly attendance report.
  Assist in monitoring student-athletes and provide on-site supervision at the SHAC.
  Communicate student-athlete academic issues with coaches/athletic staff.
  Monitoring NCAA eligibility progress.

- Assist in administering tutoring and other academic enhancement programs – 10%
  Duties will include:
  Administer grade check processes.
  Assist with academic registration process including verifying student-athlete registration.
  Assist full-time staff with projects.

- Other duties as assigned – 10%

Customer Service
Provide model customer service at all times to students, staff, faculty, and NDSU guests.

Work Safely
Follow safety rules; help identify unsafe working conditions; stop co-workers who are working in an unsafe manner

Minimum Qualifications:
Admitted graduate student at NDSU in a degree program (cannot be non-degree seeking)
Ability to successfully establish rapport with students
Professional presence
Excellent written and verbal communication to wide range of audiences
Ability to work as a team player
Detail oriented
Proficiency with Microsoft Office

Preferred Qualifications:
Bachelor’s degree in Education or closely related field
Experience in athletics