



JOB TITLE: ATHLETIC STUDENT SERVICES ADVISOR

Classification: Classified
Salary Range: 35

Retirement Type: PERS*
Board Approved: April 18, 2022

BASIC FUNCTION:

The Athletic Student Services Advisor plans, organizes, and delivers a wide range of support services and activities to assist prospective and currently enrolled student athletes. This position works in close collaboration with coaches, administrators, and academic counselors to monitor the academic progress of student athletes and facilitate appropriate interventions, guidance, and/or referrals as necessary to ensure student retention. This position reports to the Director of Athletics and Kinesiology and receives guidance from the Dean of Enrollment Services.

REPRESENTATIVE DUTIES:

Advises prospective and current student athletes and their families on admissions requirements, program eligibility requirements, financial aid, education plans, and career choices. Assists student athletes with the enrollment application process. Schedules appointments for student athletes in need of service or contacts specific administrative offices for support.

Reviews and analyzes student data to determine program eligibility. Certifies eligibility and provides alternatives as appropriate. Interprets and explains rules, regulations, requirements, and restrictions as needed.

Administers various tests/assessments and interprets results. Develops individual plans in alignment with student athlete goals (i.e., graduation, transfer, athletic eligibility, financial and career plans.) Refers students to other service areas as appropriate.

Intervenes when student athletes are flagged in an early-alert system or listed on a progress report. Connects students with the right staff member or department to provide services and/or support to ensure retention. Schedules regular meetings with student athletes who are academically at-risk and facilitates a team-approach to ensure success.

Evaluates problems experienced by student athletes which may be academic, administrative, and/or personal. Refers students to appropriate student service office, community resource/agency, and/or counselor as needed. Liaises with other offices on behalf of student athletes to exchange information and facilitate problem resolution.

Advises and/or assists student athletes with a wide range of topics or issues including transfer requirements to NCAA or NAIA schools, developing academic schedules that minimize missed class time, developing effective study skills, confirming educational plans are up-to-date and on file, and general information on college rules/regulations/policies/procedures.

Serves as a point of contact for faculty, administrators, and student athletes regarding registration activities, degree/certificate progress, enrollment, verification of transcripts, and in-state residency questions.

Assists in planning and administering special programs or services for student athletes such as orientations, tours, study hall hours/locations, tutoring, workshops on certificate and/or graduation/transfer requirements, sessions focused on educational plans and/or academic policies/procedures, receptions, ceremonies, etc. Attends and oversees events to ensure arrangements are handled as planned.

Assists in the preparation, development, and updating of forms, handbooks, manuals, guides, fact sheets, brochures, and other written materials. May coordinate the production of materials by outside vendors or the Office of Marketing and Communications.

Maintains currency on policies, procedures, and regulations pertaining to admissions, financial aid, registration, transfer credit evaluation, course and degree requirements, graduation requirements, petitions, CCCAA/NCAA/NAIA/South Coast Conference regulations, and other student services.

Maintains and compiles statistical data. Prepares reports for internal and external use upon request or as needed.

Provides comprehensive semester schedules and reports on retention and grades to supervisor, coaches, and other administrators.

Serves as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintains up-to-date certification for CSA status.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Two years of college course work and two (2) years of experience in collegiate athletics, academic advising or compliance.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Expertise in student programming, services, or advisement.

Expertise in statistical record-keeping techniques.

Expertise in athletic administration.

Knowledge of the matriculation process.

Knowledge of community college transfer processes and procedures.

Knowledge of District services, community resources, and academic programs.

Knowledge of applicable sections of State Education Code and other laws.

Knowledge of District organization, operations, policies, and objectives.

Knowledge of District student information system or similar systems.

Abilities/Skills:

Ability to be flexible with schedule (evenings/weekends) to accommodate operational needs.

Ability to communicate effectively both orally and in writing.

Ability to communicate in a friendly and helpful manner.

Ability to read, interpret, explain, and apply rules, regulations, policies, and procedures.

Ability to work independently with minimal direction.

Ability to assess student needs and interests and make appropriate referrals.

Ability to develop viable education plans and alternatives.
Ability to obtain relevant and accurate data to determine program eligibility.
Ability to plan, develop, and conduct informational workshops.
Ability to work confidentially and discretely.
Skilled at maintaining accurate records and detailed reports.
Skilled at defusing situations using tact, patience, and respect.
Skilled at counseling and advising students with various backgrounds and life experiences.
Skilled at establishing cooperative working relationships with students, faculty, administrators.
Skilled at analyzing situations accurately and implementing effective solutions.

Licenses or Other Requirements:

Valid California driver's license

WORKING CONDITIONS:

Office setting.
Some travel may be required.
Some evening and weekend hours may be required.
Extensive computer work.
Long periods of standing and/or sitting.
Extensive interaction with students and the general public.
Potential exposure to students with various health conditions (AIDS, HIV, Hepatitis, etc.)

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.