**Athletic Academic Records Specialist Standard Job Description**

**Classification Title:** Athletic Academic Records Specialist

**FLSA Exemption Status:** Exempt

**Pay Grade:** 8

**Job Description Summary:**

The Athletic Academic Records Specialist, under general supervision, processes certification for student athletes in compliance with National Collegiate Athletic Association (NCAA) and applicable Conference rules and regulations.

**Essential Duties and Tasks:**

**40% - Continuing Certification:**

Apply University, NCAA, and Southeastern rules/regulations to the determination of continuing eligibility through a student's progress toward baccalaureate degree requirements for the 600+ students participating in varsity sports. Audits the academic progress of each varsity student-athlete in his/her field of study according to University rules and NCAA continuing eligibility regulations during (preliminary) and at the end (final) of each academic term. Regularly (daily) monitors changes to the academic record (grade changes, degree program changes, course substitutions/waivers, first-year grade exclusions, etc). performed for each student-athlete. Determines the continuing eligibility for each varsity student-athlete and to prepare the Southeastern Conference Eligibility Reports each fall/spring term for submission to the conference offices. Works with the Athletic Compliance Office in the processing of Team Roster Additions/Deletions, Internal Transfer forms (for students wishing to transfer from TAMU to another institution), and other miscellaneous forms throughout the year. Monitor and evaluate transfer/correspondence/distance education transfer credits in accordance with NCAA and Southeastern Conference rules to assess whether the credits may be used in continuing eligibility determinations. Performs other duties as needed in the monitoring of academic progress and compliance with NCAA rules.

**15% - Sport Club Certification:**

Certifies eligibility for non-varsity sport clubs as requested.

**25% - INITIAL CERTIFICATION:**

Assists in applying University, NCAA, and Southeastern Conference rules/regulations to the initial application process, initial academic eligibility (freshman) or transfer academic eligibility for prospective student-athletes, process and track the admissions application progress for 100+ prospective student-athletes in conjunction with the Office of Admissions and Athletic Department.

**5% - REPORTING:**

Responsible for assisting the Assistant Registrar for Athletic Certification with the NCAA Division I Graduation-Rates Survey and a variety of additional reports requested by outside agencies.

**Required Education and Experience:**

Bachelor's Degree or equivalent combination of education and experience.

Two years teaching experience at an elementary, middle or secondary school with a focus on specialized reading.

**Required Licenses and Certifications:**

None.

**Required Special Knowledge, Skills, and Abilities:**

Computer skills in word processing and data management.

Ability to safe guard confidential information.

Ability to multi-task and work cooperatively with others.

**Preferred Qualifications:**

Master’s degree.

Knowledge of NCAA academic rules.

Familiar with a large university setting.

Experience tutoring student-athletes.

**Machines and Equipment:**

Computer – 20 hours/week

**Physical Requirements:**

None.

**Other Requirements and Factors:**

May be required to work nights, weekends, and holidays as required to fulfill assigned duties

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**