**Scholastic Supervisor Standard Job Description**

**Classification Title:** Scholastic Supervisor

**FLSA Exemption Status:** Exempt

**Pay Grade:** 10

**Job Description Summary:**

The Scholastic Supervisor, under direction, provides academic support, guidance and mentorship to student-athletes while working collaboratively with academic professionals to create a highly effective learning environment with a primary focus on student development.

**Essential Duties and Tasks:**

**30% Academic Support**

* Provide a high level of academic support programming for student-athletes from admission through graduation.
* Establish relationships and demonstrate a true willingness to communicate the ideas and expectations of the academic program.
* Work with other professionals to assess and evaluate student academic interests and abilities while developing a plan for success.
* Proactively monitor and provide intervention strategies for student-athletes.
* Communicate effectively with student-athletes, coaches, staff, and faculty by providing timely and accurate academic reports.

**20% Student-Athlete Engagement**

* Plan, execute, and evaluate programming in all aspects of the Texas A&M Student-Athlete Engagement program including but not limited to personal development, selfless service (community outreach), career development, student-athlete recognition, and leadership.
* Cultivate relationships with student-athletes to help them prepare for life after college.
* Connect with coaches, athletics department staff, and campus and community partners in order to advance the mission of the unit.
* Support the Assistant Athletics Director and Assistant Director by performing additional duties as assigned.
* Assist in facilitating transition programming for student-athletes through the Student-Athlete Engagement Programming.
* Assist in the coordination of Student-Athlete Engagement events and seminars.

**10% Leadership Development**

* Serve as a resource for student-athlete leadership development, primarily in terms of building relevant professional skills and competencies.
* Formally advise student leaders and leadership groups/organizations.
* Work closely with Assistant Athletic Director of Student-Athlete Engagement in leadership development programming and advising.

**10% Recruiting**

* Assist in the recruitment of prospective student-athletes through transcript evaluation, scheduling, and facilitating academic presentations and tours.

**5% Committees**

* Serve on staff, departmental, and university committees as assigned.
* Represent the Athletics Department on various levels within the University campus, athletics profession, and the local community.

**5% Compliance**

* Maintain continual and thorough familiarity with all applicable NCAA, Conference, and University rules and regulations. Establish and ensure communication

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor's degree
* Two years’ Athletic Academic advising and/ or Athletic administration experience working with student-athletes at collegiate, high school or junior college level

**Required Licenses and Certifications:**

* None.

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

* Ability to multi-task and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and presentation software programs.
* Knowledge of degree requirements and student records maintenance.

**Machines and Equipment:**

* Multiline Phone System
* Computer
* Fax
* Copier

**Physical Requirements:**

* None.

**Other Requirements and Factors:**

* Ability to adhere to FERPA.
* May be required to work nights, and weekends.

**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**