Job Description

Position: Graduate Assistant

Unit/Sport: SASS/Football

Reports to: Assistant Athletics Director, Academic & Career Counseling/Football, SASS

Type of Appointment: 2 year graduate program

FLSA status: Non-exempt

Updated: November 2015

Position Summary:

Performs assigned duties and projects in various areas of football academic support. Also, provide academic and career counseling to designated football student-athletes.

Duties and Responsibilities of all Kansas Athletics Positions:

1. Adhere to University, Big Twelve Conference, KUAC, and NCAA policies and procedures.
2. Maintain knowledge of department activities, sports schedules, and procedures.
3. Foster cooperative working relationships with fellow staff members within the department.
4. Support the athletics department goals and philosophies as described by the Director of athletics and work to achieve and uphold the department’s mission statement and core values.
5. Maintain a positive attitude toward performing job duties and in working with other staff.
6. Exhibit professional decorum at all times while representing Kansas Athletics.

Duties and Responsibilities of the Position:

1. Assists Student-Athlete Support Services (SASS) and football academic counselors with timely completion of projects and assignments;
2. Provide high quality customer service to internal and external customers;
3. Maintain confidentiality with office and team related issues.
4. Assist in the day-to-day operations of SASS and football academics
5. Provide academic counseling to student-athletes in areas including study skills, time management, organizational skills, and methods for choosing balanced schedules, factoring in the demands of classes, practicing, competing and eligibility standards.
6. Provide support to designated at-risk student-athletes
7. Monitor academic progress of football student-athletes
8. Monitor academic eligibility and progress toward degree for designated student-athletes
9. Assist with new student orientations and summer Bridge program
10. Assist with occasional recruiting activities and functions as instructed by academic support staff.
11. Assist with academic support requests, coordination, and completion of projects assigned by the Associate Athletic Director and football academic counselors in SASS.  
12. Perform other duties as assigned.

**Required Qualifications:**
1. Bachelor’s Degree from an accredited college or university.  
2. Admission to, and continued enrollment in, a University of Kansas Graduate School.  
3. Must be willing to work flexible hours, including evenings and weekends.  
4. Possess effective interpersonal skills, problem solving ability, and attention to detail  
5. Be energetic, creative, professional and possess a positive attitude  

**Preferred Qualifications:**
1. Former University of Kansas student-athlete.  
2. Experience in student affairs and/or academic advising  
3. Experience working with at-risk students and/or students with diverse backgrounds