

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Academic Success Coordinator, Athletics

BASIC FUNCTION: Under the supervision of the Director of Athletics, in cooperation with the Academic Support and Counseling Departments, serves as the liaison between the athletics program and the student service programs, such as counseling, assessment, transfer, Career Center, student financial services, instructional support, tutorial services, and admissions and records. Also provides support in the areas of orientation, athletic eligibility, and student-athlete academic success.

PROVIDES WORK OR LEAD DIRECTION TO: Assigned Classified Staff, Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Coordinate the operations of the Tiger Academic Resource Center (TARC) and provide student-athletes with athletic eligibility information, direction, success strategies, transfer pathways, and resource management.
2. Work in conjunction with designated counselors in a cooperative team effort to ensure appropriate academic advisement and success for student-athletes.
3. Utilize the student educational plans developed for the student-athlete by the Counseling Department; monitor student-athletes on fulfillment of academic requirements specific to student-athletes with the objective being successful completion of an degree and/or transfer to NCAA Division I, II, III, or other four-year institutions.
4. Review and monitor high school and/or college transcripts and their impact on a student-athlete's athletic eligibility and student educational plans.
5. Remain current and provide up-to-date information to student-athletes and coaches in compliance with the California Community College Athletic Association (CCCCAA), the National Collegiate Athletic Association (NCAA) Division I, II, III, and other four-year institutions' rules and regulations.
6. Coordinate with staff regarding the eligibility status of student-athletes and the academic resources available to the student-athlete.
7. Maintain membership and participate in California Community College Association of Academic Advisors for Athletes (3C4A). Attend relevant meetings, workshops, and conferences. Provide in-service training concerning athletic issues to college faculty and staff.
8. Provide direction related to college rules and regulations, policies and procedures and assist student-athletes in the enrollment application process.
9. Assist student-athletes with study skills and student success strategies. Refer student-athletes to workshops and guidance courses as appropriate.
10. Collaborate with a variety of college support services, academic services, and specialized programs to maximize resources and services to student-athletes.
11. Attend committee and staff meetings and workshops.
12. Participate in District-provided in-service training programs.
13. Maintain a friendly, supportive atmosphere for students-athletes, staff, faculty, and the public.
14. Perform other duties, related to the position, as assigned.

EDUCATION: An Associate's degree is required. Bachelor's degree is preferred. Degree(s) must be from an accredited institution(s).

EXPERIENCE: Two years of experience in higher education serving student-athletes in educational opportunity programs, student services, or other counseling services is required.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Policies and procedures in higher education and success programs available for student-athletes.

ABILITY TO: Understand, interpret and apply college policies, rules and regulations; use a computer; understand oral and written instructions; deal effectively with a diverse college community; communicate in a friendly and helpful manner; maintain effective relationships with student-athletes, faculty, staff and the community; understand student-athlete needs and make appropriate referrals.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college student-athletes, staff, and the community.

CONTACTS: Administrators, faculty, staff, student-athletes, parents, outside agencies.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.