



STUDENT-ATHLETE ACADEMIC SERVICES

**Graduate Assistant Position
Greenville, NC
2024-2025**

The Office of Student-Athlete Academic Services, housed in the Athletic Complex, is offering three Academic Graduate Assistantship opportunities for young professionals who aspire to obtain a full-time position in student-athlete academic services. The Graduate Assistantship will be for the Fall and Spring semesters beginning in August 2024 and will be paid twice per month. This position may be continued in the future pending successful academic progress and budget availability.

Responsibilities:

- Gain experience in duties related to positions in student development (i.e. advisor, tutor coordinator, and learning specialist)
- Assist in day-to-day operations of the Student Development center
- Assist in gathering data and preparing reports for academic advisors
- Assist assigned academic advisors with weekly student and advising meetings
- Assist student-athletes with study strategies, organizational skills, and time management
- Monitor study-hall and tutor sessions
- Maintain confidentiality of student-athlete information
- Monitor class attendance of assigned student-athletes
- Assist in textbook collection at the end of the semester
- Assist Tutor Coordinator in all facets of the tutor program
- Perform other duties as assigned

Minimum qualifications:

- Bachelor's degree from an accredited university
- Admission to an ECU on-campus graduate program prior to the date of hire
- Strong communication, interpersonal and organizational skills
- Ability to work independently in a fast-paced environment and meet work deadlines
- Must be willing to work early mornings, evenings, and some weekends

Preferred qualifications:

- Experience working in a collegiate athletic services office
- Knowledge of NCAA rules and regulations
- Desire to enter the field of Athletics Student Development

For full consideration, please send a resume, cover letter, and three professional references to Jennifer Bonner at BonnerJ@ecu.edu.

****Efforts will be focused on applicants who have a specific desire to work in the field of Athletics Student Development****