



STUDENT-ATHLETE ACADEMIC SERVICES

Graduate Assistant Position – Class Attendance Monitor Greenville, NC

The Office of Student-Athlete Academic Services, housed in the Athletic Complex, is offering Graduate Assistantship opportunities individuals who are interested in student-athlete academic services or other experiences in the athletics field. The Graduate Assistantship is available for the fall semester, beginning in August 2024. Potential for spring 2025 contract renewal is dependent upon successful performance and budget availability. Graduate assistantships are paid twice monthly.

Responsibilities:

- Complete daily class checks of student-athletes campus courses (typically between 8am and 5pm) based on provided weekly schedule
- Arrive punctually to scheduled courses for class checks
- Submit accurate, thorough and timely documentation
- Maintain confidentiality of student-athlete information
- Comply with all rules and regulations
- Assist in textbook collection at the end of the semester
- 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 and with integrity
- Must be able to fill all contracted hours

Preferred qualifications:

- Open/Flexible daytime schedule
- Detail oriented
- Desire to enter the field of Athletics Student Development or related field

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****