

**Academic Services for Student Athletes**  
**20hr. Head - Graduate Assistant**

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**Overview of Position**

Academic Services for Student Athletes is a support component housed within the Learning Assistance Program. We provide a comprehensive range of academic advising, personal support and eligibility oversight for student athletes at Appalachian. Our professional staff works closely with the individual students, teams and coaches of all established varsity sports programs at our University.

**Responsibilities**

Demonstrate commitment to and compliance with the University and Department of Athletics policies and procedures as well as Sun Belt Conference and NCAA constitutions, bylaws, legislation and regulations.

Appalachian values academic excellence as well as athletic achievements and insists that individuals are students first and athletes second. Academic Services for Student Athletes helps students prioritize academics by providing this comprehensive support system throughout the student athlete's college career.

Serve as Educational Mentor to a group of student-athletes:

- Attend requisite Educational Mentor training
- Provide supervision in interactive study group
- Maintain appropriate records and reports associated with study hall
- Teach appropriate academic success strategies
- Connect students with appropriate resources
- Maintain adequate communication with academic advisors
- Demonstrate commitment to all principles of academic integrity

Week before study hall (or earlier)

- Create semester calendar
  - Copy based on anticipated number of students (200ish)
- Copy academic integrity information
- Create groups and 1-on-1 summary sheets on GOOGLE Docs
  - Include grade sheets
- Create SH leader attendance sheets on GOOGLE Docs
- Copy 4<sup>th</sup> hour option sheets
- Get SH lists from advisors (w/ phone #'s and e-mail addresses if possible)
  - Begin assigning SH schedules based on student schedules
  - Enter SH schedule into roster template
- E-mail students to notify them of their study hall day & time.

- Can send e-mails by team.
- Copy study hall advisor on e-mails.
- Document attempts made to contact students (both e-mail and phone).
- Stuff leader folders with appropriate forms and documents

Day-to-day

- Update “Mountaineers Make News” bulletin board

End-of-week

- Run Study Hall attendance report from tutortrac
- E-mail study hall advisor student’s TOTAL missing hours.
  - Attach attendance spreadsheet and percentage sheet

End-of-semester

- Review and notify study hall advisor of student absences that need to be made up
- Prepare for next semester

### **Compensation**

\$4,000 per semester (\$8000 for the academic year) for 20 hours per week.

### **Supervision**

Kayla Hill

Study Hall Coordinator for Academic Services for Student Athletes

Football

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