

Academic Services for Student Athletes

Head Academic Graduate Assistant (A.G.A.)

Overview of Position:

Academic Services for Student Athletes is a support component housed within the Student Learning Center. 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.

A.G.A.'s are expected to 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.

Responsibilities:

The Head A.G.A. will work in small group settings with incoming and medium risk returning student-athletes. They have the same responsibilities as a Study Hall A.G.A. with the additional required duties of completing weekly reports for advisors and coaches.

Small group settings: A.G.A.'s are expected to monitor each student throughout each study hall period. They should actively monitor the room and engage with each student to identify any potential difficulties and assist students as needed. The students' performance should be monitored on a regular basis in order to assess the effectiveness of strategies and techniques being used.

Job duties:

- Assist students in connecting with appropriate academic resources.
- Attend requisite A.G.A. training.
- Attend weekly meetings with supervisor.
- Complete weekly reports for advisors and coaches.
- Conduct regularly scheduled meetings with individual students to review assignments, grades, learning strategies and study plans.
- Connect students with appropriate resources.
- Coordinate with academic advisor, and assist with oversight of students' individual educational plan.
- Demonstrate commitment to all principles of academic integrity.
- Identify upcoming due dates and assignments. Use the Master due date list and assist student in creating daily and weekly task lists based on academic requirements.
- Maintain adequate communication with academic advisors.
- Maintain appropriate OneNote records and reports associated with study hall.

- Monitor study hall and class attendance.
- Provide supervised study time for specific student athletes.
- Provide supervision in interactive study group.
- Teach, model and monitor students' work for academic integrity.
- Teach appropriate academic success strategies.
- Update attendance report daily in OneNote.
- Other duties as assigned.

Additional duties:

The following duties are to be completed prior to the start of Study Hall each semester:

- Create semester calendar (copy based on anticipated number of students (approx.200)).
- Create “groups” and 1 on 1 summary sheets in OneNote (include grade sheets).
- Send email to students notifying them of their study hall date and time.
- Stuff leader folders with appropriate forms and documents.

The following task should be completed at the end of each week:

- Run Study Hall attendance report from TutorTrac and OneNote at the end of each week; send to Learning Specialist before leaving on Friday.

Compensation:

\$4,500 per semester (\$9000 for the academic year) for 20 hours per week.

Attendance:

Timely and regular attendance is an expectation for all A.G.A.'s. We do understand that sometimes you may be ill or have a medical appointment. If you are going to be absent, email your supervisor right away, followed by a text or phone call. Repeated absences may be cause for dismissal.

Timesheets:

- Log your hours in Tutortrac each time you work. (log your hours the same way a student logs in and out when they attend study hall or a one on one session).
- Access your timesheet via your AppalNET account, under the employee tab.
- Enter your hours DAILY. (record study hall times, one on one sessions, leader meetings and groups you substituted).
- Timesheets are submitted at end of day on the 15th and last day of every month.
- Email a screen shot of your timesheet to your supervisor. Wait for supervisor approval, then hit “submit”.
- REMEMBER! You will not get paid if you do not submit your timesheet.

Evaluations:

- A.G.A.'s will meet individually with supervisor several times a month to discuss any issues or concerns.
- Ongoing, formal evaluations will be administered by the full time staff in Academic Services for Athletes throughout the semester.
- These evaluations will be done to provide you with constructive feedback. You will have the opportunity to share any comments you have about your evaluation.

Supervision:

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Director for Academic Services for Student Athletes

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Learning Specialist

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