

# Academic Services for Student Athletes

## Football – Academic Graduate Assistant (A.G.A.)

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### **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.

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:**

A.G.A.'s for football work one on one with at risk student-athletes. The A.G.A.'s job is to serve as mentors and teach these students appropriate skills and strategies to facilitate each students' success.

**One on Ones:** A.G.A.'s will meet one on one with at risk student-athletes. These athletes may struggle with time management, organization, test-taking, study skills or other academic difficulties. A.G.A.'s are expected to tailor each one on one session to the student's individual needs in order to ensure maximum benefit to the student. The students' performance should be monitored on a regular basis in order to assess the effectiveness of strategies and techniques being used.

The A.G.A. is expected to be the eyes and ears of Advisors and the Learning Specialist. You will have the most interaction with the student and you are relied upon to communicate any concerns to the Advisor or Learning Specialist. All concerns should be noted in OneNote under "session comments" and immediate concerns should be communicated via email or in person right away to avoid any delay in responding to the issue.

### **Job duties:**

- Assist with weekly grade report.
- Assist students in connecting with appropriate academic resources.
- Attend requisite A.G.A. training.
- Attend weekly meetings with supervisor.
- 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.
- Meet one on one with student athletes.
- Monitor study hall and class attendance.
- Provide supervised study time for specific student athletes.
- Provide supervision in interactive study group.
- Teach appropriate academic success strategies.
- Teach, model and monitor students' work for academic integrity.
- 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.

### **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 15<sup>th</sup> and last day of every month.
- Email a screen shot of your timesheet to your supervisor.
- 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 an opportunity to share any comments you have about your evaluation.

**Supervision:**

Stacy Sears, Director of Academic Services for Student Athletes

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