



Director of Student Athlete Success

Department: Athletic Administration
Status: Exempt, Full Time
Closes: Open until filled

Reports To: Associate Athletic Director
Classification: Administrator

POSITION SUMMARY

The Director of Student-Athlete Success works cooperatively with athletic department staff, coaches, and student-athletes to resolve and monitor academic-related issues. The position requires comprehensive knowledge about the institution, and a work history of adherence to, all NCAA, conference, and institutional rules and regulations. Involves organizing and implementing academic programs that contribute to the educational and personal growth of supervised student-athletes.

DUTIES AND RESPONSIBILITIES

- Assist with continuing student-athlete eligibility certification as assigned.
- Assist with coordinating and executing beginning-of-the-year student-athlete eligibility and academic success meetings.
- Assist and monitor the NCAA Eligibility Center to ensure academic and amateurism for incoming student athletes.
- Monitor student-athlete full-time enrollment status.
- Promote and provide resources for student-athlete academic and personal success.
- Develop and oversee study halls and other aspects of student-athlete academic support.
- Establish and maintain relationships between the athletic department and the University academic community which includes but not limited to faculty members, academic advising units, student affairs, Registrar's Office, Admissions Office, orientation, student learning services, testing, and other campus resources.
- Assist in the preparation of the APR, GSR and other NCAA reports applicable to student-athlete success.
- Assist with research and preparation of NCAA and club sport governing body waivers as deemed applicable.
- Serve as sport administrator for assigned athletic teams.
- Responsible for athletic communications for assigned teams including writing game and season previews as well as game summaries.
- Assist athletic communications staff with public address, statistics, or other duties as needed.
- Other duties as assigned.

EDUCATION AND EXPERIENCE

- Bachelor's degree (Master's degree preferred)
- Strong administrative and organizational skills.
- Ability to communicate effectively in both oral and written form.
- Leadership skills with energy, insight, enthusiasm, and strong work ethic.
- Well-versed in Division I NCAA legislation and academic requirements for eligibility.



KNOWLEDGE/SKILLS

- Excellent written and oral communication skills required. Ability to effectively communicate both within and outside the College including, but not limited to, student-athletes, parents, recruits, and coaches.
- Ability to work as a support individual within a group setting.
- Ability to provide effective leadership to student-athletes to encourage both successful academic development and competitive performance.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst
University 501 East
38th Street Erie, PA
16546
hrinfo@mercyhurst.edu

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Candidates must be currently eligible to work in the United States.