

**EUREKA COLLEGE**  
**JOB DESCRIPTION**

**POSITION TITLE:** Assistant to the Athletic Director and Coordinator of Student-Athlete Support Services Intern

**REPORTS TO:** Director of Athletics

**POSITION SUMMARY:** Gain experience in athletic administration and student-athlete academic support while serving in a 20-month internship.

**ESSENTIAL FUNCTIONS:**

- In collaboration with the Director of the Learning Center and the Director of Athletics, coordinate the student-athlete academic support services, including but not limited to peer tutors, study tables, writing center support, and advisee support. (40%)
- In coordination with the Director of Athletics, the Special Assistant to the President for Strategic and Diversity Initiatives, and the Director of the Ronald W. Reagan Society, develop and implement leadership programming. (25%)
- Set up weekly meetings with at-risk students. (10%)
- Provide support to the Director of Athletics and coaching staff in their respective efforts in student-athlete retention. (8%)
- Serve on the campus-wide retention committee. (5%)
- Provide retention updates to the Director of Athletics for the purpose of updating senior administration and Board of Trustees as requested. (5%)
- Serve on the Athletic Department leadership team. (5%)
- Work closely with the Registrar to analyze bi-monthly grade and attendance reports of student-athletes. (2%)

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Perform additional position-appropriate duties as assigned.

**SUPERVISORY REQUIREMENTS:**

Supervise student mentors and peer tutors. Responsibilities include training; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**EDUCATION:**

**Essential:** Bachelor's degree from an accredited four-year college or university

**Desirable:** Bachelor's degree in sports management, sports communications, athletic training, marketing, or education.

**EXPERIENCE:**

**Essential:** 2-3 years experience in an athletic environment.

**Desirable:** 1-2 years supervisory experience.

**LICENSES/CERTIFICATIONS:**

Valid driver's license. Along with other Athletic personnel, once established in the position the intern will be required to certify in CPR, AED, and First Aid to meet Athletic Department requirements.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Ability to communicate effectively both orally and in writing.
- Skill in identifying problems, evaluating alternatives, and implementing effective solutions.
- Ability to establish and maintain effective interpersonal relationships with a diverse population.
- Knowledge of basic computer applications and electronic mail.
- Strong organizational skills necessary to manage multiple projects and responsibilities simultaneously.

**WORKING CONDITIONS:**

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate to loud. Work is routinely performed both indoor and outdoor, in office environment and in gyms, on playing fields, and other recreational environments. While performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time. Off campus travel is required.

**WORK SCHEDULE:**

Varies, typical office hours are Monday through Friday 8:00AM-5:00PM with one hour allocated for lunch although weekend and evening hours are necessary depending on scheduled events.

**APPLICATION MATERIALS:**

Submit cover letter, resume, and list of 3 references electronically to [employment@eureka.edu](mailto:employment@eureka.edu) (please put "Athletic Internship" in the subject heading); pdf format is preferred, WORD format acceptable. Written submissions may be sent to Human Resources, Eureka College, 300 E. College Avenue, Eureka IL, 61530. Questions about the position should be directed to Mr. Steve Thompson, Athletic Director, at [sthompson@eureka.edu](mailto:sthompson@eureka.edu).