



Athletic Academic Services Internship /Assistant Academic Counselor

Athletic Academic Services Internship

Applications are invited for three internship positions in the Center for Athletic Academic Services (CAAS) at the University of Memphis for the 2015-16 year (June-May). The internal title for this position is Assistant Academic Counselor.

This position is intended to give real life, hands-on experience and to prepare individuals for a full-time position advising student-athletes at the collegiate level. The Assistant Academic Counselor will also participate in a formal weekly training seminar taught by the CAAS Staff to enhance and develop skills to prepare for a career in athletic academic advising. A manual will be provided as a resource for training throughout the experience. This experience also includes assisting with the intensive Summer Bridge program for new Men's and Women's Basketball and Football student-athletes.

Primary Duties and Responsibilities

The Assistant Academic Counselor will be responsible for assisting in the day to day operation of the center, including, but not limited to, mentoring student-athletes, advisement of selected student-athletes, monitoring the academic progress of selected athletes, supervising study hall, student-athlete orientation, unofficial initial eligibility evaluations of prospective student-athletes, conducting recruiting visits, and completion of projects as assigned by the Director & Associate Director.

Essential Functions

- Ability to adhere to NCAA rules and the Family Educational Rights to Privacy Act (FERPA).
- Must have strong interpersonal skills, attention to detail and the ability to set appropriate professional boundaries with student-athletes.
- Serve as a professional supervisor and monitor of students during study hall.
- Assist academic counselors with student-athlete academic support.
- Must be able to serve as a positive role model for student-athletes.
- Must be willing to work a flexible schedule, including early mornings, evenings and weekends.
- Ability to communicate effectively.

Qualifications

Master's degree required with preference given to an educational background in Student Personnel, Social Work, Counseling, Education or Sport Administration. Preference is also given to applicants who have completed a Graduate Assistantship in the Athletic Academic Services profession and/or have N4A membership. Must be able to articulate an understanding of the needs of academically at-risk student-athletes and have a desire to obtain full-time employment in the Athletic Academic Services profession.

Compensation

\$1,200/month

How to Apply

Submit cover letter, resume, and reference list to Kristin Williams, Associate Director – Center for Athletic Academic Services, 700 Wilder Tower, Memphis, TN 38152-3520, Fax (901) 678-4695, khenke@memphis.edu.