

**Tennessee State University
Department of Athletics**

**Job Description for Athletic Academic Services and Student-Athlete Development
Graduate Assistant Position**

1. ORGANIZATIONAL INFORMATION:

Position Title: **Graduate Assistant for Athletic Academic Services and Student-Athlete Development**

Department/Office: Athletics/Academic Services

Supervisor's Name: Kenita Stokes

Supervisor's Title: Associate Athletic Director for Academic Services

2. POSITION OVERVIEW:

The Graduate Assistant (GA) for Academic Services and Student-Athlete Development reports to the Associate Athletic Director for Academic Services. The Graduate Assistant will work directly with the academic services team to support the academic success and personal development of Tennessee State University student-athletes. This position provides a unique opportunity for individuals interested in pursuing a career in academic advising, student-athlete development, or sports administration while gaining hands-on experience in a competitive, fast-paced environment.

3. QUALIFICATIONS/REQUIREMENTS:

Position requires a student to be admitted to the Tennessee State University Graduate School when GA appointment begins. Student must be enrolled full-time (9 credit hours minimum) in a graduate degree program and making progress toward degree completion. Student must be in good academic standing by maintaining at least a 3.0 cumulative GPA. Strong organizational, interpersonal, and communication skills are necessary. Desire to obtain full-time employment in the athletic academic services/student-athlete development profession is preferred.

4. ESSENTIAL JOB FUNCTION:

This position is responsible for assisting with the day-to-day operations of the Academic Services area, including but not limited to: monitoring the academic progress of student-athletes; conducting weekly academic meetings with student-athletes; assisting

student-athletes with registration; supervising study hall and student-athlete tutoring; assisting with student-athlete development programming.

5. DUTIES AND RESPONSIBILITIES:

Key Duties and Responsibilities:

1. Academic Support

- Assist in the monitoring of academic progress for assigned student-athletes, ensuring compliance with NCAA and institutional academic requirements.
- Collaborate with academic advisors to help student-athletes manage their coursework, class schedules, and study habits.
- Provide one-on-one advising to student-athletes, particularly in areas related to time management, study skills, and course selection.
- Assist with tracking, reporting, and rewarding academic performance.
- Aid in the coordination of student-athlete study halls, tutorial services, and academic workshops.

2. Student-Athlete Development

- Assist with the planning and execution of workshops, seminars, and programs aimed at enhancing personal development, career readiness, and leadership skills for student-athletes.
- Help organize community service and outreach initiatives for student-athletes.
- Support the creation of professional development opportunities, including networking events, resume building, and job shadowing programs.

3. Administrative Support

- Maintain accurate records of student-athlete academic performance, development activities, and study hall/community service hours.
- Assist with preparing reports and presentations for departmental and institutional meetings.
- Attend meetings and provide feedback on the academic needs and concerns of student-athletes.