



## **Athletic Academic Services Internship /Assistant Academic Counselor**

### **Athletic Academic Services Internship**

Applications are invited for four internship positions in the Center for Athletic Academic Services (CAAS) at the University of Memphis for the 2016-17 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 student-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 student-athletes 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. or



## **Graduate Assistantship Opportunity – Athletic Academic Services**

### **Athletic Academic Services Graduate Assistantship**

Applications are invited for the graduate assistantship position in the Center for Athletic Academic Services (CAAS) at the University of Memphis for the 2016-17 academic year (August-May).

This position 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.

### **Primary Duties and Responsibilities**

This position 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 student-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 student-athletes 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**

Bachelor's degree required. Must be admitted to a graduate program at the University of Memphis by the start of the fall 2016 semester. 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**

Monthly \$1000 Stipend, plus Tuition (9 credit hours per term excluding online fees) and Fees

### **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, or [khenke@memphis.edu](mailto:khenke@memphis.edu).

Review of resumes will continue until the position is filled.



THE UNIVERSITY OF  
**MEMPHIS**



**Center for Athletic Academic Services**

### **Hands-On Experience**

Complete Initial Eligibility Evaluations for PSA's using LSDBi & NCAA Eligibility Center

Assist with Recruiting Visits

Attend/Present at Team Meetings

Assist with New Student-Athlete Orientation

Complete Degree Audits/Update Advising Folders & 4 Year Plans

Monitor/Track Student-Athlete Grades/Progress

Advise Student-Athletes

CAT (Cultivating Academic Tigers) Summer Bridge Program

Weekly Staff Meetings

### **Intern Placements into Full Time Positions in Athletic Academics**

- ◇ University of Memphis
- ◇ Georgia State
- ◇ Indiana University
- ◇ University of Cincinnati
- ◇ Samford University
- ◇ Coastal Carolina
- ◇ Georgia Tech
- ◇ East Carolina

### **N4A Involvement**

- ◇ CAAS has Earned N4A Program Certification
- ◇ All Full Time Staff have N4A Individual Certification
- ◇ Full Time Staff attend the N4A National Convention Yearly
- ◇ Hosted N4A Regional Conference
- ◇ Multiple Presentations at the N4A National Conference
- ◇ Previous CAAS Director was N4A President
- ◇ Utilize N4A Best Practices



## Additional Opportunities

### **ACAD 1100: Academic Strategies (3 credits)**

Freshman course which assists student-athletes in making the transition to college-level academics and learning about campus resources; focus on time management, career/major exploration and life skills.

### **PAWS (Preparing Athletes for Winning Success)**

Student-Athlete development program which provides comprehensive guidance in regards to personal and professional growth for its student-athletes. The customized programming focuses on the areas of career development, personal development and community service.

### **UNIV 3740: Preparing to be a Professional (3 credits)**

Junior/Senior course which focuses on the development of personal and professional life skills; effective communication skills, interview skills, cover letter and resume preparation; proper business etiquette, financial planning; professional working environment.

### Weekly Training Session

#### Topic Examples

- ◇ GPA Calculations, Course Grade Calculations, Academic Standards
- ◇ Learning Disabilities
- ◇ Advising Philosophy/Process/Scenarios
- ◇ NCAA Eligibility Homework and Scenarios
- ◇ Team Meetings/Head Coaches Meetings
- ◇ APR/GSR/IPEDS—APP Program as a whole
- ◇ Tutor Coordination/Program

### Professional Development Training

Mock Interviews

Interviewing Tips/Advice

Beginning the Job Hunting Process

Preparing for N4A National Convention

### Evaluations

Along with weekly meetings with CAAS staff, interns will have formal individual evaluations 3 times a year with the director & associate director to provide feedback and aid in your professional development and growth. We also have 360 evaluations which allow interns to evaluate CAAS and all full time staff members to help aid in our growth and development as well.

## **CAAS Staff**

- ♦ Director/Associate Director/Assistant Director ~ combined experience of 36 years in athletic academics
- ♦ 5 Academic Counselors (including Tutor Coordinator and PAWS Coordinator) & Learning Specialist

## **GA's and Interns**

- ♦ Our GA's and Interns are very important to CAAS and our daily operations. We will hold you to a high expectation and help prepare you for a full time position in athletic academic services. There are 2 intern offices (2 interns in each office) equipped with desks, phone, printing connections, etc.

## **Staff Olympics**

- ♦ Each year we have Staff Olympics which is comprised of various activities (NFL Picks, Pumpkin Carving, Bowl Games, March Madness, Corn Hole, Bowling, Kentucky Derby). Points are associated with each activity. The competition is serious as we have a "CAAS Staff Olympics Champion" plaque in the center which is engraved annually with the Staff Olympics winner.

## **Staff Holiday Party**

- ♦ Each December we have a staff holiday party including a pot luck and Secret Santa!

## **Staff Retreat**

- ♦ The annual staff retreat occurs in the summer. During this time we complete assessments (review and recommendations for improvement) of the major functions of our department. It also includes a time to reflect and prepare for the upcoming academic year. Additionally, we incorporate fun and team bonding during this time. Past staff retreats have included scavenger hunts, team challenge courses and of course, food!

## **End of Year Party**

- ♦ At the end of the spring academic year, we have a CAAS party to celebrate another successful year and to send off our interns and GA's. We may have a pool party, go to the movies, or simply have a dinner.

## **Staff Meeting Snacks**

- ♦ A staff member is in charge of brining snacks to one staff meeting during their assigned month. That individual also provides the staff with an inspiring quote and explains what it means to them and how it can impact our professional lives.