

# Old Dominion University – Department of Athletics

## Student-Athlete Academic Services

### Positions Overview

**ODU SAAS Program Overview:** This intern position is intended to provide a practical, hands-on experience in four areas of student-athlete services: Athletic Academic Advising, Tutorial Coordination, Student-Athlete Development Programming, and Educational Support. The supervision of this intern will be supported by the Director of Student-Athlete Academic Services.

The successful candidate will be responsible for handling and maintaining confidential information and must abide by FERPA and NCAA rules and regulations and institutional policies. Candidates must be able to communicate professionally and build positive and appropriate relationships with students and staff. They must be efficient, productive and able to take initiative and manage their time effectively. Additionally, candidates must always exemplify a commitment to integrity.

All positions are part time requiring a minimum of 20 hours per week. Flexible scheduled including some evening and weekend hours required. Time frame for this academic internship is August 1-May 11. This will give the candidate the full experience of starting a semester and concluding in academic reports to the Athletic Director.

**Compensation:** Interns will be paid twice monthly and can be paid from 20-29 hours a week. Interns will only be paid for hours worked. Pay is on a scale dependent on education and experience.

**Duties include, but not limited to the following:**

- Assist with hiring, retention, training and scheduling of all Monarch Tutors.
- Keep master copy of the tutor manual up-to-date, and disseminate information as changes are made.
- Provide weekly one-on-one academic support for selected student-athletes.
- Support the Director of Student-Athlete Development with a wide variety of tasks that are required in the day-to-day operations of an Academic Services office.
- Serve as an academic advisor for a selected population of student-athletes.
- Assist with developing and coordinating of student-athlete development programs.
- Work directly with assigned caseload of at-risk students with learning differences to provide academic support and skill development.
- Assist with programming, training, and facilitation of educational materials and events for both staff and student groups.
- Assist with screening and identification of potential learning disorders and differences, act as a liaison between students and the Office of Educational Accessibility, and aid students in accommodation management.

**Minimum Qualifications:** Bachelor's degree, relevant experience working in a collegiate athletic academic advising office and/or a desire to enter the professional field of athletic academic support.

**If Interested Please Send Resume and Statement of interest to:**

Ron Moses: [Rmoses@odu.edu](mailto:Rmoses@odu.edu)