Athletic Academic Services- Graduate Assistant
Department of Intercollegiate Athletics

Primary Responsibilities:
Provide support for the day-to-day operation of the Athletics Academic Services Department including:

- Desire to work with Student-athletes in an academic setting.
- Available most evenings to monitor student-athlete study hall (will work with class schedule)
- Ability to work as an Academic Coach as part of the SOAR program (Students Owning Academic Responsibility)
- Assist with other programming and activities related to the Success Center or Athletic department.
- Ability to communicate effectively with student-athletes, coaches, faculty and staff, serving as a liaison.

Required qualifications:

- Bachelor’s Degree
- Desire to learn NCAA rules and regulations
- Demonstrated proficiency in a Microsoft environment
- Excellent interpersonal, verbal, and written communication skills
- Ability to work evenings and weekends
- Demonstrated commitment to working with multi-cultural populations and awareness of issues affecting women and minorities

Application Deadline: Review of applications will begin immediately and will continue until the position is filled. To apply, send a letter of interest addressing all position requirements, a current resume, and the names and telephone numbers of three professional references via email to sburgard@semo.edu Sharon Burgard, Director of Academic Services, Southeast Missouri State University, One University Plaza, Cape Girardeau, MO 63701.

Southeast Missouri State University, an NCAA Division I and Ohio Valley Conference member, is a comprehensive regional state university located in Cape Girardeau, currently enrolling 11,000 students. Cape Girardeau is located on the Mississippi River midway between Memphis and St. Louis with an area population of approximately 69,000. The University currently sponsors 15 sports; 6 for men and 9 for women.

AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER