Position Description

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Position Purpose: Under general direction of the Director of the Advising Center, the Professional Athletics Academic Advisor III is responsible for working as a team member with fellow Professional Academic Advisors and performs a wide variety of generally complex Student Services Professional work by providing comprehensive academic and eligibility advising services to student-athletes. This includes, but is not limited to, collaborating with student-athletes on their individualized educational pathways; creating academic plans and schedules; supporting students in making decisions concerning their learning experiences, academic goals, persistence, and timely graduation; and assisting in declaring majors/minors – all in conjunction with monitoring continuing academic eligibility and progress toward degree as outlined by the NCAA. The incumbent works collaboratively with other Professional Academic Advisors, university staff, faculty, administrators, and coaches to support the educational experience of the students, as well as perform other activities related to student success and academic advising. The incumbent applies a high degree of judgment in order to ensure compliance with NCAA, conference, and institutional rules and regulations.

Major Duties: Major duties of the position include, but are not limited to, the following:

- Provide comprehensive academic advising to all continuing, rostered, lower-division student-athletes regarding general education, degree requirements, academic standing, appropriate course selection, relevant policies and procedures, e-advising tools, and campus resources.
- Provide comprehensive direct eligibility advising to all continuing, rostered student-athletes regarding progress-towards-degree requirements of NCAA Bylaw 14.
- Work closely with lower-division student-athletes to identify, define, develop, and assess realistic and individualized educational pathways and academic plans.
- Assist student-athletes to engage in their learning experiences, develop accountability for their decisions, and cultivate an understanding of how those decisions impact their success.
- Provide comprehensive advisement to student-athletes through the various pathways to declare or change a major/minor, as well as outline the eligibility implications of these pathways.
- Closely monitor scenarios, and identify opportunities to develop, implement, measure, and improve academic success strategies.
- Work closely with university partners to ensure that student-athlete inquiries are strategically coordinated and addressed in a timely manner, while supporting academic integrity and policies.
- Empower student-athletes to create and maintain effective connections within Sonoma State University.
- Work closely with student-athletes to help them identify problems, think through the implications of alternative solutions, evaluate past occurrences, and reach appropriate conclusions and decisions.
- Coordinate and assist in efforts to support staff and faculty across campus, as well as share insight and expertise on areas and student groups within the purview of the Advising & Transfer Center.
- Considerable administrative planning to recognize specific program needs, then develop and present creative solutions that integrate approaches across organizational lines.
- Provide comprehensive holistic, proactive, and meaningful guidance for student-athletes on acclimating to their new academic lifestyle and building supportive personal environments and best practices to facilitate their student success.
- Coordinate priority registration for student-athletes.
● Provide limited support in the preparation of academic data for institutional, conference, and NCAA reports, as well as for assessment purposes.
● Actively participate in initiatives, campaigns, outreach, and events related to student success and advising.
● Maintain confidential and objective advising records and student evaluations.
● Coordinate projects within The Advising & Transfer Center.
● Serve as a member of the athletics eligibility certification team.
● Participate in NOMA Nation Orientation, including facilitating the Get in the Game workshops and coordinating the advising of incoming student-athletes.
● Participate on department, division, and campus advisory committees and task forces as appropriate.
● Perform assignments with a generally high degree of judgment, tact, persuasiveness, imagination, professional skills, and knowledge in academic advising, as well as a general understanding of the interrelationships and the need for coordinated action within the department, division, and university.

Secondary Duties: Performs other secondary duties as assigned.

Work Environment: Duties take place primarily in an office setting located at Sonoma State University, however may include working indoors and outdoors when necessary to support the department. The normal work schedule is Monday through Friday aligned with regular campus hours. As an exempt employee you have some flexibility in your schedule, however, you must be available during the regular campus hours Monday through Friday to meet the operational needs of the campus and department. Evening and weekend hours may be required and will be specified only by the supervisor to meet operational needs. The incumbent must maintain regular and acceptable attendance, as is determined by the Appropriate Administrator. The position may require occasional travel, by automobile and airplane, and the incumbent must be able to work some night and weekend hours with overnight stays.

Minimum Qualifications: This position requires the equivalent to graduation from a four-year college or university in a related field, including upper division or graduate coursework in counseling techniques, interviewing, and conflict resolution where such are job-related. Possession of these knowledge and abilities is typically demonstrated through the equivalent of three years of progressively responsible professional student services work experience. One year in the program area to which assigned may be preferred, but is not required. A master’s degree in Counseling, Clinical Psychology, Social Work, or a directly related field may be substituted for one year of work experience. Knowledge of databases and student information systems highly preferred. Intermediate proficiency with computers and Microsoft Office and Google Suite required. Knowledge of PeopleSoft, EAB Student Success Management System, NCAA Academic Portal, and/or ARMS preferred. Bilingual in English/Spanish highly preferred.

This position also requires the following knowledge and abilities:

- Thorough knowledge of the principles of individual and group behavior, and the ability to articulate the purpose of Student Affairs, student success, and academic advising programs.
- General knowledge of the practices, procedures, and trends in Student Affairs, student success, and academic advising programs, with demonstrated experience and knowledge of programs and resources that support the persistence and academic success of college students, particularly at-risk student populations.
- General knowledge of individual counseling techniques; general knowledge, or the ability to rapidly acquire such knowledge, of the organizational procedures and activities which the position is assigned.
- General knowledge of the practices, procedures and trends in intercollegiate athletics, NCAA bylaws, and eligibility rules, policies, and procedures.
- Ability to learn and effectively apply a variety of state, federal, CSU, and SSU policies and procedures.
- Ability to analyze complex situations accurately and adopt effective courses of action.
- Ability to determine appropriate courses of action and proper techniques to utilize while engaged with individuals in personal interactions of an argumentative or sensitive nature.
- Ability to interpret and evaluate descriptions and explanations of problems brought forward by individuals or student organizations.
- Ability to analyze and define the problem, draw valid conclusions and project consequences of various alternative courses of action.
- Ability to interpret and apply program rules and regulations.
• Ability to use initiative and resourcefulness in planning work assignments.
• Ability to advise students individually and in groups on complex student-related matters.
• Ability to be innovative and open to researching and implementing current academic advising best practices.
• Demonstrate multicultural competence through knowledge, skills, and abilities.
• Strong oral and written communication skills, including excellent customer service skills.
• Adhere to strict confidentiality requirements and ethical standards.
• Ability to carry out a variety of professionally complex assignments without detailed instructions.
• Ability to coordinate and prioritize multiple, competing tasks to meet project deadlines.
• Ability to work effectively both independently and as part of a team.
• Ability to be flexible in handling changes and challenges.
• Ability to think critically and stay focused under pressure.
• Ability to work in a fast-paced environment.
• Ability to independently plan work, solve problems, and use sound judgment to take action.
• Make decisions within established parameters, regulations, and guidelines; and recommend changes in procedures to address student support needs.

Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations.