

# Athletics Academic Services Counselor (Student Services Professional III)

PD No.:PD-5922

## POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD  
Click OK in the pop-up window that appears to reset the approval process

## POSITION INFORMATION

<b>Type of Action Requested:*</b>	Replacement
<b>Internal Team:*</b>	FL-Athletics Academic Services - 10299
<b>Job Code/Employee Classification:*</b>	SSP III <u>Job Code: 3084</u>
<b>Classification Title:</b>	SSP III
<b>MPP Job Code:</b>	
<b>Position Number:</b>	SSP III <u>Position no: FL-00026291</u>
<b>CSU Working Title:*</b>	Athletics Academic Services Counselor (Student Services Professional III)
<b>Salary Range/Grade:</b>	3084-RANGE A-Grade-1 Minimum: \$ 5,276.00 Maximum: \$ 7,517.00 Pay Frequency:
<b>Reports to Supervisor:</b>	Athletics Academic Services Director
<b>Reports To:*</b>	Director, Athletic Academic Services <u>Position no: FL-00026903</u>
<b>Campus:*</b>	Fullerton
<b>Division:*</b>	VP, Student Affairs Office
<b>College/Program:*</b>	Student Retention
<b>Department:*</b>	Athletics Academic Services - 10299
<b>FLSA Status:</b>	Exempt
<b>Hiring Type:</b>	Probationary
<b>Workplace Type (Exclude Inst Fac):</b>	On-site (work in-person at business location)
<b>Pay Plan:</b>	12 Months
<b>Pay Plan Months Off:</b>	

## POSITION DESIGNATION

<b>Mandated Reporter:*</b>	General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.
<b>Conflict of Interest:*</b>	None
<b>NCAA:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Is this a Sensitive Position?:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Care of People (including minors) Animals and Property:</b>	No
<b>Authority to commit financial resources:</b>	No
<b>Access/control over cash cards and expenditure:</b>	No
<b>Access/possession of master/sub-master keys:</b>	Yes

**Access to controlled or hazardous substances:** No

**Access/responsibility to personal info:** Yes

**Control over Campus business processes:** No

**Responsibilities requiring license or other:** No

**Responsibility for use of commercial equipment:** No

**Is this a Campus Security Authority (CSA):**  Yes  No

**Serves a security function:**

**Designated recipient for crime/misconduct reports:**

**Significant responsibility for Student Activities:**

**Significant responsibility for Campus Activities:**

**Job Summary/Basic Function:\***

California State University is searching for an Athletics Academic Services Counselor (Student Services Professional III). Athletics Academic Services Counselor (Student Services Professional III) should have a positive attitude and an active, energetic mind that is characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness. Individual should enjoy working in a fast-paced and team oriented environment.

Under the supervision of the Director of Athletics Academic Services, that Athletics Academic Services Counselor provides comprehensive complex academic advisement, counseling, and proactive monitoring to student-athletes in assigned sports, in accordance with institutional and NCAA guidelines, rules, and regulations. Performs early warning grade checks and follow up with faculty and coaching staff as appropriate. Participates in Senior Recognition, Welcome Back, FACE, Student-Athlete Orientation meetings, and other recognition programs. Develops and teaches NCAA life skills and other workshop/seminars, and assists with special projects and initiatives, as assigned. Plans and develops creative solutions with integrative approaches across organization lines. Deals with complex and sensitive issues in reference to interpretations of NCAA rules and regulations. Uses independent judgement in addressing complex problems as appropriate. Develops solutions to individual student problems. Assists students in identifying their problems, thinking them through, evaluating them realistically, dealing with their aptitudes and abilities and related to their particular needs and circumstances, selecting suitable educational goals, and implementing corrective measures to alleviate skills deficiencies. Identify problems and alternative solutions available. Must formulate and verbalize this information with those present. May also plan, develop, and conduct Student Services related New Student Programs. Counselor serves as the admissions coordinator for student-athletes, conducting unofficial evaluations, working closely with the Athletics Compliance office, Admissions, coaches and prospective student-athletes. Coordinates and provides information on prospective student-athletes for the Exception Admits Committee. Other duties as assigned.

**Minimum Qualifications:\***

Bachelor's degree or equivalent in related field including or supplemented by upper division or graduate course work in counseling techniques, interviewing, and conflict resolution AND three years of professional students service work field (A Master's degree in Counseling, Clinical Psychology, Social Work or a job-related field may be substitutes for one year of professional experience OR a doctorate degree and the appropriate internship or clinical training in the relevant field may be substituted for three years of the required professional experience).

**Required Qualifications:**

Ability to plan, develop, coordinate, supervise, and organize programs and activities; ability to interact with diverse student population, faculty, staff and the public; ability to analyze complex situations accurately and adopt effective courses of action; ability to advise students individually and in groups on complex student-related matters; ability to complete assignments without detailed instructions; and ability to establish and maintain cooperative working relationships with a variety of individuals. Excellent verbal and written communication skills as well as the ability to acquire knowledge of the campus procedures and activities and the overall organization is required.

**Preferred Qualifications:**

Master's degree from an accredited college or university in a job-related field. Prior experience in intercollegiate athletics. Knowledge of NCAA regulations and policies since CSUF is governed athletically by the NCAA and is accountable for compliance in all areas.

Possession of the skills and abilities necessary to assess student-athlete academic needs and requirements related to NCAA regulations. Team oriented, student-centered, and flexible individual who can work in a fast paced environment.

**Special Conditions:**

**License / Certification:**

**Supervises Employees:\***

Yes  No

**If position supervises other employees; list position titles:**

## Job Duties

### JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
40%	<p>Advising student-athletes, &amp; Administering NCAA Rules and Regulations</p> <ul style="list-style-type: none"> <li>• Advise student-athletes on general education course selection, taking into account institutional graduation requirements along with NCAA regulations governing progress toward degree and continuing eligibility. Assist student-athletes in deciding on a major and guide them toward department faculty for major advisement.</li> <li>• Prepare reports at the end of each semester to determine NCAA and CSUF academic eligibility of assigned student-athletes, in conjunction with the Records representatives certifying NCAA progress towards degree requirements.</li> <li>• Provide proactive academic counseling and monitoring for all student-athletes in assigned sports, facilitating the development of study skills, such as note-taking, effective reading strategies, test preparation, and time management. Make referrals to campus resources for tutoring and/or other support services, as necessary. Communicate academic problems and concerns to coaching staff, and administration in a timely manner.</li> <li>• Review the academic preparation of incoming student-athletes, exception admits in particular, and determine the appropriate coursework and academic support services needed.</li> <li>• Work closely with coaching staff or assigned teams to administer and/or coordinate recruitment appointments for incoming student-athletes to explain academic support services and programs.</li> <li>• Develop solutions to individual student problems which represent integrative solutions comprising appropriate elements of all appropriate Student Services instructional programs.</li> <li>• Plans and develops creative solutions which integrate approaches across organizational lines. Deals with complex and sensitive issues in reference to interpretation NCAA rules and regulations. Uses independent judgement in addressing complex problems as appropriate. Develops solutions to individual student problems.</li> <li>• Assist students in identifying their problems, think them through, evaluate them realistically, deal with their aptitudes and abilities and related to their particular needs and circumstances, select suitable educational goals, and implement corrective measures to alleviate skills and deficiencies.</li> <li>• Perform Early Warning Grade Checks and follows up with faculty and coaching staff as appropriate.</li> </ul>	Essential
25%	<p>Administers admission process for student-athletes</p> <ul style="list-style-type: none"> <li>• Administer admissions process for student-athletes, collaborating with Admissions and coaching staffs.</li> <li>• Works closely with Admissions contact and evaluates unofficial transcripts to ensure prospective student-athletes are meeting CSUF admission requirements and communicates information with coaching staffs.</li> <li>• Receives and processes official transcripts for prospective student-athletes with the Admissions office</li> <li>• Provides information on prospective student-athletes for the Exceptions Committee.</li> </ul>	Essential
25%	<p>Provides AAS Counseling &amp; support to the DEGREE program</p> <ul style="list-style-type: none"> <li>• Assist student-athletes in attaining their academic and career goals through proactive academic support monitoring.</li> <li>• Review academic progress and guide students with prioritizing assignments and responsibilities.</li> <li>• Educate on time management, organization, and study skills, as well as, reading strategies and test-taking strategies.</li> <li>• Communicate with daily and/or weekly reports to coaching staffs on student progress in their classes as well as the DEGREE (Division I, Eligibility, Graduation, Retention, Engage &amp; Empower) study time.</li> <li>• Support Tutors and mentors as needed</li> </ul>	Essential
5%	<p>Senior Recognition, Welcome Back, FACE, Student-Athlete Orientation meetings, and other recognition programs.</p>	Essential
5%	<p>OTHER DUTIES AS ASSIGNED</p>	Essential

## SELECTION CRITERIA

There are no items to show

### Physical Mental and Environmental Demands

**\*\* Physical Mental and Environmental Requirements Must be Completed for all Positions**

\*\*

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

### Physical and Mental Requirements

<b>Bending:</b>	Occasionally
<b>Climbing:</b>	Occasionally
<b>Concentrating:</b>	Frequently - Essential
<b>Crawling:</b>	Never
<b>Decision Making:</b>	Constantly - Essential
<b>Keyboarding and Mousing:</b>	Constantly - Essential
<b>Lifting or Carrying up to 10 lbs.:</b>	Occasionally
<b>Lifting or Carrying up to 25 lbs.:</b>	Occasionally
<b>Lifting or Carrying up to 50 lbs.:</b>	Occasionally
<b>Lifting or Carrying over 50 lbs.:</b>	Occasionally
<b>Performing Calculations:</b>	Constantly
<b>Pushing or Pulling:</b>	Occasionally
<b>Reaching Overhead:</b>	Occasionally
<b>Repetitive Motion of Upper Extremities:</b>	Frequently
<b>Sitting:</b>	Frequently
<b>Standing:</b>	Frequently
<b>Stooping Kneeling or Squatting:</b>	Occasionally
<b>Walking:</b>	Occasionally

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Physical & Mental Requirement No. 1**

Description:

Other Physical and Mental Req No.1 Frequency:

**Other Physical & Mental Requirement No. 2**

Description:

Other Physical and Mental Req No.2 Frequency:

**Other Physical & Mental Requirement No. 3**

Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

### Environmental Requirements

<b>Drive motorized equipment:</b>	Occasionally
<b>Excessive Noise:</b>	Constantly
<b>Hazards:</b>	Never
<b>Outdoor:</b>	Occasionally
<b>Elevated Work:</b>	Occasionally

**Extreme Temperature (hot or cold):** Occasionally  
**Indoor (Typical office environment):** Occasionally

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Environmental Requirement No. 1**

**Description:**

**Other Environmental Req No.1 Frequency:**

**Other Environmental Requirement No. 2**

**Description:**

**Other Environmental Req No.2 Frequency:**

**Other Environmental Requirement No. 3**

**Description:**

**Other Environmental Req No.3 Frequency:**

**Other Environmental Requirements:**

## POSTING DETAILS

**Advertising Summary:**

California State University is searching for an Athletics Academic Services Counselor (Student Services Professional III). Athletics Academic Services Counselor (Student Services Professional III) should have a positive attitude and an active, energetic mind that is characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness. Individual should enjoy working in fast-paced and team oriented environment.

**Advertisement text:**

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Will the incumbent lead anyone? (If so, list classification & CMS position #):

Student Assistants and Graduate Assistants.

Major Job Responsibilities:

40% - Advising student-athletes, & Administering NCAA Rules and Regulations

- Advise student-athletes on general education course selection, taking into account institutional graduation requirements along with NCAA regulations governing progress toward degree and continuing eligibility. Assist student-athletes in deciding on a major and guide them toward department faculty for major advisement.
- Prepare reports at the end of each semester to determine NCAA and CSUF academic eligibility of assigned student-athletes, in conjunction with the Records representatives certifying NCAA progress towards degree requirements.
- Provide proactive academic counseling and monitoring for all student-athletes in assigned sports, facilitating the development of study skills, such as note-taking, effective reading strategies, test preparation, and time management. Make referrals to campus resources for tutoring and/or other support services, as necessary. Communicate academic problems and concerns to coaching staff, and administration in a timely manner.
- Review the academic preparation of incoming student-athletes, exception admits in particular, and determine the appropriate coursework and academic support services needed.
- Work closely with coaching staff or assigned teams to administer and/or coordinate recruitment appointments for incoming student-athletes to explain academic support services and programs.
- Develop solutions to individual student problems which represent integrative solutions comprising appropriate elements of all appropriate Student Services instructional programs.
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skills and deficiencies.

- Perform Early Warning Grade Checks and follows up with faculty and coaching staff as appropriate.

25% - Administers admission process for student-athletes

- Administer admissions process for student-athletes, collaborating with Admissions and coaching staffs.
- Works closely with Admissions contact and evaluates unofficial transcripts to ensure prospective student-athletes are meeting CSUF admission requirements and communicates information with coaching staffs.
- Receives and processes official transcripts for prospective student-athletes with the Admissions office
- Provides information on prospective student-athletes for the Exceptions Committee.

25% - Provides AAS Counseling & support to the DEGREE program

- Assist student-athletes in attaining their academic and career goals through proactive academic support monitoring.
- Review academic progress and guide students with prioritizing assignments and responsibilities.
- Educate on time management, organization, and study skills, as well as, reading strategies and test-taking strategies.
- Communicate with daily and/or weekly reports to coaching staffs on student progress in their classes as well as the DEGREE (Division I, Eligibility, Graduation, Retention, Engage & Empower) study time.
- Support Tutors and mentors as needed

5%- Senior Recognition, Welcome Back, FACE, Student-Athlete Orientation meetings, and other recognition programs.

5% - OTHER DUTIES AS ASSIGNED

Essential Qualifications:

Bachelor’s degree or equivalent in related field including or supplemented by upper division or graduate course work in counseling techniques, interviewing, and conflict resolution AND three years of professional students service work field (A Master’s degree in Counseling, Clinical Psychology, Social Work or a job-related field may be substitutes for one year of professional experience OR a doctorate degree and the appropriate internship or clinical training in the relevant field may be substituted for three years of the required professional experience). Ability to plan, develop, coordinate, supervise, and organize programs and activities; ability to interact with diverse student population, faculty, staff and the public; ability to analyze complex situations accurately and adopt effective courses of action; ability to advise students individually and in groups on complex student-related matters; ability to complete assignments without detailed instructions; and ability to establish and maintain cooperative working relationships with a variety of individuals. Excellent verbal and written communication skills as well as the ability to acquire knowledge of the campus procedures and activities and the overall organization is required.

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Possession of the skills and abilities necessary to assess student-athlete academic needs and requirements related to NCAA regulations. Team oriented, student-centered, and flexible individual who can work in a fast paced environment.

## USERS AND APPROVALS

**Justification for Position:** Replacing previous AAS Counselor

**Hiring Administrator:\*** Allyson Kelly  
 Email address: [akelly@fullerton.edu](mailto:akelly@fullerton.edu)

**Approval process:\*** FL - PD Approval (Staff/MPP) - No Dept. Head

1. MPP Supervisor/Associate Dean:	Allyson Kelly  Approved Jun 5, 2023
2. HR Classifier:	Chris Schloffer  Approved Jun 6, 2023
3. Appropriate Administrator/Dean:	Martha Enciso  Approved Jun 6, 2023
4. Position Management:	FL-HRDI PM  Approved Jun 7, 2023

**HR/Faculty Affairs Representative:\*** FL-HRDI Classifier  
 Email address: [hrrecruitment@fullerton.edu](mailto:hrrecruitment@fullerton.edu)