



**ATHLETIC CORPORATION  
CALIFORNIA STATE UNIVERSITY, FRESNO  
Position Description Form**

Employee Name: \_\_\_\_\_ Fresno State ID #: \_\_\_\_\_  
 Position Title: Academic Advisor FLSA Status: Exempt  
 Department: Athletic Corporation Date Prepared: September 2024

**POSITION DESCRIPTION**

**Overview:**

Under the general supervision of the Assistant Athletic Director for Student-Athlete Services, the Academic Advisor will provide academic support for assigned student-athletes from multiple sports. The Academic Advisor-is responsible for understanding and interpreting relevant University, NCAA, and Mountain West policies to provide academic, graduation, eligibility, career, and personal advising for student-athletes. The individual in this position will provide regular academic and athletic eligibility progress reports to coaching staff, assist with study hall services, and provide academic and eligibility information to prospective student-athletes and parents.

**Major duties of the job include:**

- Coordinate and implement "Individual Success Plans", per assigned student-athletes
- Meet weekly with students to develop effective academic plans (with schedule review, time management, organizational strategies, self-assessment, goal setting, and overall tracking of academic progress as a focus)
- Review graded course work and develop strategies for improvement, as needed
- Develop strong working relationships with student-athletes that emphasize the value of education; and the development of self-reliance, self-confidence, empowerment, and intrinsic motivation
- Advise and counsel identified student-athletes regarding academic performance, including course/major selection, developing graduation plan, time management, goal setting, career planning, learning and study strategies, test taking, note taking, and other skills necessary for academic success
- Review academic schedules for assigned student-athletes each semester to ensure student-athletes are enrolled in degree applicable credits
- Provide summer school academic planning for targeted student-athletes
- Develop, implement and evaluate team academic success plan each semester for assigned team(s)
- Manage all working relationships with student-athletes and staff in a confidential manner
- Communicate accurately and thoroughly with athletic academic advisors, coaches, and University support staff
- Provide accurate daily, weekly, and semester academic progress reports, as requested.
- Assist in the development and implementation of appropriate study strategies for student athletes
- Monitor academic progress of student-athletes, including daily monitoring of class attendance, academic appointment attendance, and grades and ensuring they meet all NCAA, MWC and Fresno State academic rules of eligibility
- Conduct recruiting meetings with prospective student-athletes per coaching staff requests
- Other duties as assigned by the Assistant Athletic Director of Student-Athlete Services.

**Supervisory Responsibility:**

Who supervises this position:	Assistant Athletics Director for Student-Athlete Services
Who is responsible for completing the performance appraisal:	Assistant Athletics Director for Student-Athlete Services
What other classifications does this position supervise:	None



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**Minimum Requirements: Knowledge, Skills, and Abilities:**

**Knowledge of:**

- NCAA rules and regulations associated with academics.
- Thorough knowledge of computer software applications such as Microsoft Word for Windows and Excel.
- General knowledge of the principles, practices and trends of the Student Services field.
- General knowledge of related policies, procedures and practices.
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**Skill/Ability to:**

- Interpret, apply, and communicate program rules and regulations.
- Assist student-athletes in course selection for regular and summer sessions.
- Function successfully in a fast-paced environment.
- Work a flexible schedule, including some evening and weekend hours.
- Utilize computer applications to regularly monitor student-athlete academic progress toward graduation and their NCAA/MWC academic eligibility.
- Make appropriate independent judgments when applying existing rules, procedures and guidelines in a variety of circumstances.
- Relate effectively with adult student learners, coaches, staff and faculty from diverse ethnic, cultural and socio-economic backgrounds.
- Present clear and concise information both orally and in writing.
- Maintain a courteous and professional attitude in stressful situations.
- Ability and willingness to support the diversity and equity commitments of the department.
- Commitment to academic integrity and compliance with University, conference and NCAA regulations.
- Be responsive, innovative, results oriented and student centered in helping students fulfill their academic program requirements and meeting campus goals.
- Advise students on complex student-related matters and determine appropriate courses of action.
- Research, compile and analyze data to develop valid conclusions and make appropriate recommendations.
- Demonstrated ability to deal appropriately with confidential information and exercise good judgment on sensitive matters.

**Education and Experience:**

- A Bachelor's degree in a related field and two (2) years of experience directly related to the duties and responsibilities specified. A Master's degree in a related field may be substituted for up to one (1) year of the required experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

**Preferred Skills:**

- Experience working with academically under-prepared students, specifically student-athletes within an intercollegiate athletic department.
- Master's Degree in education, special education or related educational field.
- Working knowledge of database computer applications (CAi, PeopleSoft) and computer assisted instruction software, such as Canvas.



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**SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:**

- The person holding this position is considered a “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](#) as a condition of employment
- This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by [CSU Executive Order 1095](#).



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Employee Name: \_\_\_\_\_ Position: Academic Advisor  
 Department: Athletic Corporation Date Prepared: September 2024

### WORKING ENVIRONMENT

Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.

#### PHYSICAL EFFORT

	Number of hours/day						Number of hours/day				
	N/A	1-2	3-4	5-6	7+		N/A	1-2	3-4	5-6	7+
1. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12. Lifting or carrying					
2. Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A. 10 lbs. or less	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B. 11 to 25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Bending Over	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	C. 26 to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. 51 to 75 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. 76 to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F. Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Crouching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Repetitive use of hands/arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Repetitive use of legs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Eye/hand coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Pushing or pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
16. Driving cars, trucks, forklifts and other equipment						Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>		
17. Being around scientific equipment and machinery							<input type="checkbox"/>		<input checked="" type="checkbox"/>		
18. Walking on uneven ground							<input type="checkbox"/>		<input checked="" type="checkbox"/>		

#### MENTAL EFFORT

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Directing Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Using math/calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Working at various tempos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Concentrating amid distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Remembering names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Remembering details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Working rapidly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Examining/observing details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. Discriminating colors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

#### ENVIRONMENTAL FACTORS

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Outside	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Humid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. High places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Hot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Dry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Wet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Change of temp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Dirty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Dusty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Noisy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Working With others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Working around others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Working alone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>