

**Eastern Illinois University**  
**Department of Athletics**  
**Assistant Director for Academic Services Position Announcement**

Applications are being requested for (2) Assistant Director for Academic Services at Eastern Illinois University. These are full-time, 12-month positions with benefits.

This person will assist several men's and women's sport programs, as assigned by the Director of Academic Services, with the pursuit of their educational goals by developing and assisting with study plans to increase retention and graduation rates of these student-athletes. The position will coordinate the academic plans of these student-athletes with the Director of Academic Services. Additional responsibilities include: Organize and supervise study halls and study times for student athletes. Schedule tutors and learning specialists when needed. Conduct weekly organization meetings with individual athletes. Conduct daily communications with coaches concerning individual players. Track weekly attendance and academic performance of student-athletes. Generate weekly attendance reports for coaches. Generate reports on academic performance through Grades First. Meet with coaches as needed to discuss team academic progress. Meet with recruits and parents of recruits to give overview of the support services offered to our student-athletes. Some travel may be required. This person may work with other student-athletes and perform other duties as assigned.

**Qualifications:** A relevant Bachelor's Degree. Knowledge or experience with tutoring and/or assisting student-athletes with their daily academics and development of study skills. Proficiency with computer software including Grades First, word processing, spreadsheets, database management, internet and email. Knowledge of NCAA rules and regulations along with familiarity of new NCAA academic reform initiatives is preferred. Demonstrated commitment to diversity and experience with promoting inclusive excellence is required.

**Application**

A complete file consists of a letter of application, resume, and names, phone numbers, emails of three (3) professional references. Please submit application materials on Interfolio via the link at <http://apply.interfolio.com/65180>. Review of applications will begin immediately.

For questions regarding this search, please contact Kiersten Klekner Alt, Screening Committee Chair, at [kklekneralt@eiu.edu](mailto:kklekneralt@eiu.edu).

*Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer -  
minority/female/disability/veteran - committed to achieving a diverse community.*