

Job Description

University of Maine

DATE: April 13, 2026

TITLE: Athletic Academic Counselor

DEPARTMENT: Academic Support Services for Student-Athletes

REPORTS TO: Director of Academic Support Services for Student-Athletes

PURPOSE: Assist in the ongoing planning, development and implementation of a comprehensive academic support program for NCAA Division 1 student-athletes. Provide academic support services to assist student-athletes in meeting the requirements for degree progress and athletic eligibility consistent with University of Maine policies and NCAA rules and regulations. Develop academic action plans and make referrals to university wide student services to maximize the student-athlete's success through to graduation.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Provide academic support services to assist student-athletes in meeting the requirements for normal academic progress and athletic eligibility consistent with University of Maine policies and NCAA rules and regulations.
- Inform and counsel assigned athletic teams and student-athletes regarding academic progress and athletic eligibility. Meet with student-athletes regularly to provide academic support services for success in meeting their academic and athletic commitments through to graduation. Discuss degree progress, academic programs and personal concerns. Make referrals as appropriate.
- Coordinate and implement individualized academic support plans for assigned teams and student-athletes. Counsel student-athletes regarding academic requirements, learning styles, study skills and use of University of Maine resources. Make referrals as appropriate.
- Gather information regarding academic progress of student-athletes and communicate this information to the student-athlete, coach and Director. Oversee weekly/biweekly grade self-reports of progress and process instructor progress reports. Recognize potential problems early and help get students connected to resources available.
- Serve as a liaison between student-athletes, coaches, academic advisors, faculty, staff and administrators regarding academic issues and to maintain strong working relationships. Communicate regularly with the student-athlete, coaches and administration regarding progress and potential concerns.
- Collaborate with the Athletic Compliance office and Office of Student Records regarding NCAA rules, interpretations and certifications. Contribute to accurate and timely submission of NCAA academic information as needed.
- Meet with prospective student-athletes and parents during on-campus or virtual recruiting visits and inform regarding University of Maine academic programs and resources.
- Attend and supervise assigned study halls.
- Maintain and keep a confidential account of meetings and academic information of assigned student-athletes.
- Assist the Director in the ongoing planning, development and implementation of a comprehensive academic support program for NCAA Division 1 student-athletes.
- Assist in providing day-to-day departmental leadership for students, coaches and administration.

- Serve as the department liaison with the Career Center and communicate to student-athletes about services and resources there.
- Assist in updating electronic communication and on-line department resources.
- Maintain proficient knowledge of University of Maine policies and NCAA rules and respond efficiently to any changes in rules and regulations.
- Practice integrity, rules compliance and confidentiality of records and information.
- Complete academic reports as needed and/or required by Director.
- Perform other departmental duties as needed.

KNOWLEDGE AND SKILL QUALIFICATIONS:

Required

- Education typically associated with a Bachelor's degree.
- Demonstrated experience in counseling and providing academic support for students, including student-athletes at the college level.
- Ability to interact effectively and develop positive relationships with student-athletes, coaches, staff and faculty from diverse ethnic, cultural and socioeconomic backgrounds.
- A commitment to the adherence of the University of Maine's and NCAA regulations relating to student athletes.
- The ability to prioritize work, collaborate proactively with staff, while maintaining a productive work level even during periods of high pressure.
- A working knowledge of NCAA academic eligibility rules.
- Excellent organizational, communication, computer and interpersonal skills.

Preferred

- Master's degree in education, athletic counseling, sport psychology or psychology, college student-personnel, guidance and counseling or other related field.

OTHER INFORMATION:

Supervisor Responsibilities: None

Position Type: Ongoing, Base Budgeted.

Work Year: 11 Months, July-May

Work Schedule: Normal University of Maine business hours are Monday through Friday 8:00 am to 4:30 pm. Work outside regular hours (including nights and weekends) may be necessary in order to meet the requirements of the position. The employee will establish regular office hours and in consultation with the supervisor, adjust work schedule as necessary.

Work Environment: An individual office, phone and computer are provided. Due to the "internal" office location, sometimes during the year the office temperature is uncomfortable, possibly requiring the use of a circulating fan. Occasional night and weekend hours are necessary to meet prospective student-athletes, during course registration periods and to monitor study table.

Schedule for Evaluation: During the initial 6 months of employment and annually thereafter in accordance with the UMPSA agreement.

Job Family/Salary Band: 18/04

Appropriate Background Checks Required.

All UMS Employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screening, and required employee trainings, such as Information Security, Safety Training, Workplace Violence and Sexual Harassment.