



## **GRADUATE STUDENT COORDINATOR**

### **SMC ATHLETIC STUDENT SERVICES**

**Position Title:** Student Services Graduate Assistant

**Status:** Student, Part-Time, Non-Exempt (approximately 15-20 hours per week) Subject to change depending on students availability

**Location:** Saint Mary's College of California

**Reports To:** SMC Athletic Student Services

**Compensation:** Students will be given a \$1,750 scholarship each full-time Fall/Spring semester they hold the position in addition to being paid hourly.

#### **Position Description:**

The Saint Mary's College Department of Athletics is looking for an individual who wants the opportunity to work in Student-Athlete Support Services within a Division I Athletic Department that is competing for championships on a yearly basis. We offer a fun, fast paced environment and a learning experience that will provide you the opportunity to build your skills in academic and student support and development.

- Work under the direction of the Sr. Associate Athletic Director and the Associate Athletic Director for Student Services to provide support for student-athletes
- Assist with academic advising and monitoring academic progress for assigned student-athletes
- Work with student-athletes identified as at-risk to provide support with time management, tracking assignments, communicating with professors, and overall well being
- Assist with student-athlete development programming, including career development, financial literacy, and mental health and wellness
- Create social media content and/or marketing materials for student-athlete development events
- Assist with Student-Athlete Advisory Committee
- Track departmental community service hours
- Assist with coordinating and supervising student-athlete study hall
- Assist with planning and executing Welcome Back BBQ, President's Scholar-Athlete Luncheon and Gael Awards Show

#### **Required Qualifications:**

- Must be admitted and enrolled in the Graduate Kinesiology program with a minimum of 5 units during the Fall semester in order to maintain eligibility.
- Available to work 15-20 hours a week (combination of remote and in person work)
- Have basic computer skills (Microsoft Word, Excel, PowerPoint, etc.) and ability to learn NCAA programs

**Please contact [cas38@stmarys-ca.edu](mailto:cas38@stmarys-ca.edu) for consideration.**