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<b>Job Title</b>	Student-Athlete Acad. Success Super & Compliance Asst.
<b>PVN ID</b>	LE-2505-006858
<b>Category</b>	Administrative Services
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	Athletics/APEX
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00 - \$50,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 19, 2025 (Or Until Filled)

## General Description

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**Title:** Student-Athlete Academic Success Supervisor & Compliance Assistant

**Reports to:** Director of Athletics & APEX Facilities

Full-Time 1 year appointment

The Student-Athlete Academic Success Supervisor & Compliance Assistant manages and oversees a comprehensive academic support program for 18 NCAA Varsity sports programs. Duties and responsibilities include meeting regularly with academically at-risk student-athletes, providing academic support, connecting students to on- and off-campus resources, and ensuring distribution and collection of progress reports. The incoming candidate will also work closely with the Associate Director in supporting a variety of compliance-related needs.

## Other Duties

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- Ensures cohort of academically at-risk student-athletes receive academic and other on- and off-campus support services, including but not limited to ISSP and subject-specific tutoring
- Connect students to and ensure attendance at tutoring sessions
- Ensures dissemination and receipt of student-athlete progress reports
- Monitors academic progress, ensuring progress reports feedback is implemented
- Communicates with coaches, Associate Director, and Director regarding academic progress
- Assists students in developing self-advocacy skills and self-awareness
- Collects and documents data related to student-athlete academic success and athletics compliance
- Supports Associate Director with compliance-related matters, including but not limited to student-athlete coding, academic queries, tracer reports, and/or attestations
- Assists in compiling students' NCAA, CUNY, and CUNYAC compliance material
- Monitor and assist with add/drops of student athletes' academic schedules
- Attends Lehman College, University, and Conference trainings and events

- Other duties assigned

## Qualifications

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### MINIMUM QUALIFICATIONS

- Bachelor's degree
- At least 3 years of experience directly related to the duties and responsibilities specified
- Experience with and understanding of student learning and development
- Understanding of NCAA rules and regulations
- Knowledge of Microsoft Word, Excel and Publisher
- Ability to take initiative and lead
- Willingness to learn and adaptability, particularly with regard to new technologies
- Must demonstrate sufficient skills to perform the duties of the assigned tasks

### CAMPUS SPECIFIC INFORMATION

- May require late night or weekend work
- Must adhere to all CUNY, Lehman and NCAA policies and procedures at all times
- Working knowledge of CUNY First, EAB Navigate, Front Rush and other academic and compliance software
- Communicate effectively verbally and in writing; and establish and maintain effective working relationships with faculty, staff, students and the general public
- Ability to lead, train, and functionally supervise staff and/or student employees
- Effective organizational and interpersonal skills and sufficient technological savvy to perform job duties at an advanced level and meet deadlines
- Valid state-issued driver's license preferred