
Job Title	Academics Coordinator
PVN ID	QC-1710-002139
Category	Administrative Services
Location	QUEENS COLLEGE
Department	Department of Athletics and Recreation
Status	Full Time
Annual Salary	\$35,000.00 - \$40,000.00
Hour(s) a Week	35
Closing Date	Jan 08, 2018 (Or Until Filled)

General Description

The Academics Coordinator is responsible for assisting the AAD/Student Athlete Performance in monitoring academic performance initiatives. The responsibilities include but is not limited to coordinating priority registration, develop programming for students who seek extra assistance, process missed class forms and progress reports, NCAA data entry and reporting, inventory books, referral of academic assistance in the Academic Advising Center, assign tutoring sessions, monitoring academic center and calculating mandated hours. Full-time candidates may also coordinate life skills initiatives that strengthen the student athlete's academic and social success while a student athlete.

Successful candidates with extensive academics experience (5-10 years) could be considered for senior level experience (i.e. Assistant/Associate Athletics Director).

Other Duties

Located on a beautiful, 77-acre campus in Flushing, Queens College of the City University of New York enjoys a national reputation for its liberal arts and sciences and pre-professional programs. Each year Queens College has been cited by The Princeton Review as one of the nation's 100 "Best Value" colleges, thanks to its outstanding academics, generous financial aid packages, and relatively low costs. In addition, U.S. News & World Report *America's Best Colleges* (2011) ranks QC among the top 10 public universities in its category "Best Universities—Master's (North)." The college opened its first residence hall in August 2009. More info on Queens College at www.qc.cuny.edu.

The Queens College Department of Athletics offers varsity, intramural and recreational athletics opportunities to members of its campus community. The college sponsors 19 varsity NCAA Division II sports, with the Knights competing in the East Coast Conference. The department's annual grade point average is 3.10, and

the graduation rate is higher than the general student population.

Queens College's department of athletics encourages all student-athletes to complete a meaningful academic degree program, participate in the college community and prepare for life after college athletics. For more information on Queens College Athletics, please visit www.queensknights.com.

Queens College is an Equal Opportunity/Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff.

Qualifications

The successful candidate must have a Bachelor's Degree (Master's degree preferred) and one year of experience at an institution of higher education.

Flexible work hours; however, evening and weekend hours are expected.