

Texas A&M University- Texarkana
Office of Student Success: Academic Advising



Job Title: Student Worker for Athletic Academics

Department: Academic Advising

Reports to: Athletic Academic Coordinator

Salary: \$9.00/hour (UG)

Hours: 10-19 hours per week

DESCRIPTION:

The athletic academics' student worker provides support to the advising and athletic departments. He/she is detailed oriented, completes tasks in a timely manner, and remains actively engaged in the daily activities of athletics coordination. The student worker will have frequent contact with students and student files, he/she will respect FERPA and support student success.

RESPONSIBILITIES:

- Monitor "Be Better" attendance and records.
- Visit with prospective student-athletes and lead campus tours.
- Maintain records for academic advising and NAIA.
- Assist with coordination of athletic leadership development activities.
- Assist with scheduling and event planning.
- Perform general office duties.
- Perform other duties as assigned

MINIMUM REQUIREMENTS:

- ❖ Must have and maintain 2.75 cumulative GPA or higher.

Required Qualifications:

Strong professional, organizational, and interpersonal skills; ability to communicate and work well with a diverse staff and other students.

Preferred Qualifications:

Computer knowledge and the ability to learn new software quickly; Experience working with university scheduling and appointment software (Outlook); Working knowledge of basic office equipment and machines; Knowledge of student-athlete academic success and transition needs.

**Texas A&M University-Texarkana
Student Worker for Athletic Academics
Academic Advising**

EMPLOYMENT APPLICATION

Date:

I: Position

Applying for:

II. Personal Information

Name:

Phone:

Email:

SSN:

Address:

III. Student Information

Classification:

Overall GPA:

Major:

F/T or P/T Student:

IV. Related Work Experience:

V. References:

Name	Phone	Occupation

VI: Describe your experience working with college students towards academic success?

VII: Hours Available to Work:

Day	Hours:
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

**EMAIL THIS APPLICATION TO AMBER GALVAN:
agalvan@tamut.edu or
call if you have any questions: 903-334-6690.**

Texas A&M University-Texarkana

ACKNOWLEDGEMENT

I understand the position for which I am applying is a Security-sensitive position, and that a criminal background check will be conducted. I understand that any offer of employment is contingent on the results of such check. Further, I agree to furnish the necessary information to the Human Resources department in order to complete the background check (name, race, date of birth, etc.)

Have you ever been convicted, pled guilty or pled no contest to any offense?

No Yes

If yes, please explain the nature of the offense, fine, sentence etc.

IMPORTANT: For purposes of employment with Texas A&M University-Texarkana “convictions” include sentence to confinement, paid fine, time served, placed on probation (including deferred adjudication) and court-ordered restitution. A conviction will not necessarily disqualify an applicant for employment.

(Signature) (Date)

Full Name: _____

Position applied for/Camp Working: _____

Address: _____

City, State, ZIP: _____

Phone Number: _____

Date of Birth: _____

Social Security # _____

Email _____