Saint Michael's College
Job Description

Job Title: Staff Advisor for Student-Athlete Advisory Council

Department: Athletics

Supervisor or Manager: Director of Athletics

Date Created: 05/10/2005     Last Revised: 05/10/2005     FLSA Status: E

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
• Council is in compliance with NCAA Division II and NE-10 SAAC group specifications
• Policies to contribute to welfare of student-athletes are identified, addressed and implemented
• Student-athletes are nominated and selected for attendance at regional and national leadership conferences
• Annual NCAA Division II legislation is reviewed and discussed to advise SMC voting bodies
• Increased interaction is fostered between student-athletes and campus community
• Service activities within community are performed by council members

Essential Duties and Responsibilities:
• Calls, organizes, moderates and documents three meetings per semester with council
• Participates in community service activities/fundraisers with council
• Reviews annual legislation in preparation for council consideration
• Communicates with Athletics department members about activities, initiatives and policy development of council
• Recruits competent student-athletes to serve on council and maintain a high level of enthusiasm for membership

Secondary Responsibilities:
• Supports student-athletes in athletic contests throughout the year
• Establishes and maintains relationships with student-athletes

Positions Supervised:
• None

Major Contacts:
• Student-athletes
• Athletics administration
• Coaches and staff

Demonstrates Excellence:
• Shows enthusiasm for position’s responsibilities and interaction with student-athletes
• Displays genuine concern for student-athlete welfare
• Exhibits pride in service of council to Athletics department
• Proactively involves coaches, staff and non-council student-athletes in issues of council
• Maintains high visibility in the Athletics department, through service on committees and at campus events
• Organizes and manages a fluid group while successfully achieving goals over the course of the academic year
• Creatively solves problems and meets competing demands of the position with ease

Education and Work Experience:
• Bachelor’s degree or equivalent combination of education and experience
• Background in reading and understanding legislative language and interpreting student-athletes’ assessments
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Analytic Skills:
• Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures.

Language and Literacy Skills:
• Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

Computer/Technology Skills:

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Licenses, Certifications and Other Requirements:
• None required

Physical Demands:
Work is often performed in a typical office environment requiring:
• Sitting in a normal seated position for extended periods of time
• Reaching by extending hand(s) or arm(s) in any direction
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
• Communication skills using the spoken word
• Vision sufficient to see within normal parameters
• Hearing sufficient to hear within normal range
• No or very limited physical effort
• No or very limited exposure to physical risk

While performing the duties of Staff Advisor for Student-Athlete Advisory Council, the employee must occasionally lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
• Flexibility with schedule to meet needs of council for weekend meetings and weekend sporting events
• Familiarity with procedures and operations of conference and national SAAC groups
• Ability to attend overnight regional/national conferences and travel to conferences/SAAC meetings
• Capacity to interact with community groups as liaison to student-athletes

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.