
ATHLETIC ACADEMIC ADVISOR RESUME

Objective:

Looking for work within your organization as an Athletic Academic Advisor.

Qualifications:

- Remarkable experience in student athlete advising and NCAA regulations
 - Profound knowledge of NCAA rules as they pertain to academics and eligibility
 - Skilled in reviewing and requesting transcripts and NCAA eligibility requirements
 - Ability to work effectively with students and faculty of diverse cultural backgrounds
 - Ability to thoroughly understand and abide by federal and university guidelines regarding student confidentiality requirements
 - Excellent communication and interpersonal skills
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Experience:

Athletic Academic Advisor, August 2005 – Present
Eastern Kentucky University, Columbia, SC

- Provided academic advisement and record keeping for freshman football student athletes.
- Monitored academic progress, eligibility status and maintained class schedule and enrollment records.
- Participated in recruiting process to provide prospects with information concerning academic support services for student athletes.
- Supported special programs and services offered for student-athletes as requested by the Assistant Director for Student Athlete Success Center.
- Prepared academic plans for student athletes.
- Advised and registered the student-athletes.

Athletic Academic Advisor, May 2000 – July 2005
Stony Brook University, Columbia, SC

- Monitored the academic progress, sent out and reviewed progress reports with student-athlete.
 - Referred to tutor and other support services as needed, developed and monitored Study Hall.
 - Scheduled the time for athletes to study before and after practice.
 - Monitored the student athlete participation in study groups.
 - Informed the Senior Athletics and Fitness Manager of any serious academic, personal and other related issues.
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Education:

Bachelor's Degree in Counselling, Lewis-Clark State College, Lewiston, ID

Master's Degree in Counselling, Bob Jones University, Greenville, SC

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