



### **Athletics Learning Specialist (Graduate Assistant)**

Northern Arizona University (NAU), a NCAA Division I and Big Sky Conference institution, is seeking applications for an Athletics Learning Specialist

#### **Responsibilities**

Duties include but are not limited to assisting with:

- Managing your student-athlete schedule (Retain Software)
- Have individual or group sessions for weekly check-ins & study hall
- Work with student-athletes to aid in their academic success
  - This includes but is not limited to:
    - Teaching organizational strategies
    - Teaching proper email formatting and professional tone
    - Aid in general academic oversight and grade monitoring
    - Proof reading essays and give written feedback
    - Help in test preparation or review
    - Assist in outlining assignments and getting students started in large projects
    - Plan ahead for academic assignments and athletic travel
    - Communicate to Assistant AD of Academics any large accomplishments or concerning situations
- Assist in any process other duty or process that will aid the Director of Eligibility, Academic Coordinators, and Assistant AD of Academics.

#### **Requirements**

Admission to the NAU Graduate College and ability to work at least four (4) hours per weekday (20 hours per week).

#### **Benefits**

Tuition waiver, fees, \$10,000 stipend (1,000/month), and books. No other benefits provided.

#### **To Apply**

Please send a letter of interest, resume, and contact information for three (3) references to Mary Teresa Barnett to [mary.barnett@nau.edu](mailto:mary.barnett@nau.edu) by May 15th, 2024.