



# CAMPUS RECREATION

**Position Name \***

Arizona Rugby Campus Liaison

**Job Number \***

1111111

**Position Unit \***

Club Sports

**Salary / Pay Rate \***

Academic Credit

**Last Revised \***

August 20, 2019

**Job Description \***

Arizona Rugby and Campus Recreation are seeking a highly motivated individual to assist with operations for the Fall 2019 semester, specifically in coordinating academic progress and campus onboarding for both the Men's and Women's programs. The Campus Liaison should be prepared to work in a fast-paced, demanding, and highly collaborative environment, with renewability available based on performance.

Both of Arizona Rugby's programs support's the UA's diversity and inclusiveness strategic initiatives designed to create an inclusive environment for all faculty, staff, and students. The candidate chosen for this position will be expected to support diversity and inclusiveness efforts in the department and university.

**Duties & Responsibilities***Academic Progress (70%)*

- Overseeing a caseload of approximately 50 freshmen and sophomore student athletes across the Men's and Women's programs for the fall 2019 semester.
- Monitoring evening study halls for both the Men's and Women's programs (up to four per week)
- Provide guidance and support to assist in transition and improvement of study skills/habits
- Developing academic support plans, especially for at-risk student athletes and those traveling with the team
- Fostering and improving skills and strategies for academic success including but not limited to: organization, notetaking, test prep, reading comprehension, writing fluency, and time management.
- Referring student athletes to campus resource and programs

*Campus Support (20%)*

- Onboarding of freshmen and transfers to start fall 2019 semester.
- Educating on vital campus aspects, including but not limited to D2L, UAccess, Office of the Registrar, UA Police, Residence Life, Campus Health, Counseling & Psychological Services, Disability Resource Center, and the SALT Center.
- Assistance in course selection to satisfy general education requirements to supplement academic advisors.

*Reporting/Miscellaneous (10%)*

- Prepare biweekly reports for Director in support of program's overall academic progress

\* This description is intended to indicate the kinds of duties and responsibilities that may be required of employees given this title. It shall not be construed as determining what the specific duties and responsibilities of any particular position shall be. It is not intended to limit in any way the right of supervisors to assign, direct and control the work of employees under their supervision.

\* A student employee is a part-time employee who is concurrently enrolled at the University of Arizona with the primary goal of achieving a degree. Thus, the employment is interim or temporary in nature and is incidental to the pursuit of an academic program. There is no guarantee of employment implied or otherwise.



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- Filing of both Campus Recreation and USA Rugby academic certification paperwork
- Additional duties as assigned.

## **Required Qualifications \***

- Excellent interpersonal skills.
- Previous experience in education, tutoring, or work with high school/college students.
- Must be available to work 9-11 hours per week.
- Attend all team study hall sessions.
- Junior, Senior, or student in final academic year at the University of Arizona

## **Preferred Qualifications\***

- Tutoring experience at high school or collegiate level
- Experience with instructional technology such as D2L, UAccess, and other campus resources.
- Proven ability to relate well with students, coaches, and university staff

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