

**Eastern Illinois University**  
**Department of Athletics**

Applications are being requested for an Assistant Director for Academic Services at Eastern Illinois University. This is a full-time, 12-month position with benefits.

This person will primarily serve the football program and may assist additional men's and women's sport programs as assigned by the Assistant Athletic Director for Academic Services. The position will assist the Director in providing academic, vocational and personal support and advising to Student-Athletes within the guidelines of the University, Conference and NCAA. The position will coordinate the academic plans of student-athletes while demonstrating a commitment to academic success and social development of the Student-Athletes.

Additional responsibilities include: Organize and supervise study halls and study times for student athletes; schedule tutors and learning specialists; conduct weekly organization meetings with individual athletes; assist in monitoring progress towards degree and communicate Academic Progress Rates to coaches and administration; conduct daily communications with coaches; track weekly attendance and academic performance of student-athletes; generate reports on academic performance through Grades First; and meet with coaches to discuss team academic progress. Some travel may be required. Perform additional duties as assigned by the Athletic Director.

Qualifications: A relevant Bachelor's Degree. Knowledge or experience with tutoring and/or assisting student-athletes with their daily academics and development of study skills. Proficiency with computer software including Grades First, word processing, spreadsheets, database management, internet and email. Knowledge of NCAA rules and regulations along with familiarity of new NCAA academic reform initiatives is preferred. Demonstrated commitment to diversity and experience with promoting inclusive excellence is required.

A complete application will include a letter of application, resume and names, phone numbers and emails of three professional references. Application materials should be submitted through Interfolio at <http://apply.interfolio.com/83405>. For questions regarding the search, please contact Mark Bonnstetter, Chair of the Search Committee, at [mdbonnstetter@eiu.edu](mailto:mdbonnstetter@eiu.edu).

Review of applications will begin immediately.

*Eastern Illinois University is an Affirmative Action/ Equal Opportunity Employer –  
minority/female/disability/veteran – committed to achieving a diverse community.*