Position Description for Citadel Academic Officers

**Job Purpose:**
The Academic Officer promotes academic excellence by mentoring and advising cadets in their Company/Battalion concerning academic performance at The Citadel.

**Job Functions/Duties***:
- Monitors the Class Absence System (30%).
- Monitors the academics of all cadets in Company/Battalion, focusing on freshmen, sophomores, and students on Academic Probation (25%).
- Establishes an environment conducive to studying and learning by: enforcing the rules and guidelines of Evening Study Period; modeling exemplary study/academic behavior; answering academic questions as well as other issues; and providing an opportunity for cadets, especially freshmen, to understand academic policies and guidelines as well as academic and college resources (30%).
- Coordinates job functions/duties with TACs in Company/Battalion through email or daily, weekly, and/or monthly meetings (5%).
- Attends monthly meetings with the Associate Provost and assists with all Academic Orientations (5%).
- Performs additional duties as required (5%).

**Knowledge, skills, and abilities:**
- Minimum GPA of 3.0.
- Dedication to the academic success of cadets at the college.
- Ability to manage own time in order to spend time mentoring and monitoring others.
- Ability to communicate well with others while exercising patience, approachability (make yourself available to cadets—go see them; don’t wait for them to come to you!), and integrity.
- Knowledge and understanding of others and their academic weaknesses as well as the ability to counsel.
- Ability to find a junior in your Company (who not only has good grades but also has the ability to understand and motivate others) to help you with your duties.

**Supervisory Responsibilities:**
The Academic Officer supervises the academics of all freshmen in Company and/or Battalion as well as other cadets with academic challenges.

**Guidelines and Supervision:**
With considerable autonomy, the Academic Officer reports to the Associate Provost for Academic Affairs and is relied upon to exercise independent judgment when making decisions and must maintain confidentiality.

* Percentages should equal 100%.