

University of Houston – Clear Lake

Position Description

Job Title: **Executive Director, Academic Advising Center**

Job Code: **2123**

Location: **UHCL**

Pay Grade: **080**

FSLA: **EX**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree.	Degree in the areas of Student Personnel, Counseling or Higher Education or Communications field. Doctorate degree preferred.
Experience	Minimum of five years of advising experience, including advising freshman and sophomore students. Minimum of three years supervisory experience. Knowledge of University Advising Center operations and centralize advising. Evidence of having practiced development and intrusive advising.	Clear understanding of student development theory and retention practices and initiatives. Experience working in a centralized advising structure.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Executive Director of the Academic Advising Center provides leadership and direction for Academic Advising Services offered through the UAC. The Executive Director establishes good working relationships with students, faculty, staff and academic units to ensure the accuracy of advising information and appropriate referral to university resources. University Academic Advising collaborates with offices across campus to ensure a positive environment for academic advising at UHCL leading to success. The Executive Director develops and maintains an Academic Advising Program based on the principles of Developmental and Intrusive Advising.

Duties and responsibilities

% Time

Program Development and Assessment – Develops and assesses advising services and programs that improve the transition and retention of new and continuing students, including students who are undecided or changing majors, students who have academic difficulty and students who transition to major advising classified as freshman or sophomores assigned to the center. Assists in the evaluation and assessment of the academic advising program across advising units in accordance with the recommendations of the Coordinating Board report. Oversees the development and maintenance of computerized systems to support advising, including the correct application of AP/CLEP/dual credit and transfer credit on student's degree progress reporting system. Oversee the initial advising and registration process during orientation, including the acceptance of AP, CLEP and Dual Credit, the receipt of placement test and Texas Success Initiatives scores to properly advise students. Responsible for developing communications and advising structures for students flagged through early alert and interim grade reporting for freshman and sophomore students. Develops and implements ongoing assessment of needs for the Unit. Evaluates assessment outcomes to ensure program services are meeting the needs of the students, the Unit, Enrollment Management and the University. Strategically plans programs to increase student retention and graduation. Develops and coordinates appropriate marketing and resources	30
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for the Unit. Monitors current trends and developments in professional field regionally and nationally through involvement in organizations and other professional development activities.	
Leadership – Provides overall leadership, management and direction for the University Advising Center by establishing departmental goals and policies. Ensures goals and policies are consistent with the priorities of the University and Enrollment Management. Establishes procedures, services, and programs and development and administration of innovative programs. Manages the provision of accurate and personalized academic advising services for freshman and sophomore students through effective use of staff and resources. Develops and maintains excellent working relationships with academic units, offices in Enrollment Management and Student Services. Determines short and long range planning objectives for the Unit. Establishes and communicates a vision for the Unit. Vision is grounded in the concept of developmental and intrusive advising. Leverages technology solutions to support service to students and maximize Unit efficiency. Participates in professional development to remain current on (related to field) issues. Provides expertise and leadership to the University needs as requested.	25
Supervision – Provides overall supervision and professional development of staff, management of personnel related issues, and recruitment of new staff members, including professional advisors, support staff and student workers. Directs the activities and evaluates the performance of staff members in the Unit. Develops an adviser training program based on the principles of developmental and intrusive advising. Provides appropriate orientation, training, and support for all staff members to ensure their success.	25
Serve a reduced caseload of students depending on need and while in transition as the program expands. Other duties as assigned.	20

This position description describes the general qualifications, duties and responsibilities of work being performed.