

University of Houston – Clear Lake

Position Description

Job Title: **Senior Academic Advisor**

Job Code: **3125**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree required.	Master's degree preferred.
Experience	Three years Academic Advising.	
License/Certification		

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

POSITION SUMMARY

The Senior Academic Advisor is responsible for advising students participating in UHCL online and off-campus degree programs via phone, chat, email and appointment. The Senior Academic Advisor is responsible for supporting university enrollment and retention goals. In addition, is competent and proficient in tracking enrollment activity using PeopleSoft. Represents UHCL in support of off-campus and on-campus recruiting events with area businesses, institutions, organizations, governmental agencies, and community colleges. Advise students at UHCL's Learning Centers. Augment Student Services support for off-campus and online students. The Senior Academic Advisor assists the Director with training other Advisors and support staff. The Senior Academic Advisor meets with UHCL Academic Advising Coordinators on a regular basis to keep current on UHCL degree program information. Assist in providing faculty support at Off-campus Centers. Collaborates with other staff at the UH System Centers, UHCL Home Offices and UHCL Learning Centers. Assist Director in updating marketing materials.

Duties and responsibilities

% Time

Advises prospective students inquiring about UHCL academic programs available by site or online. Evaluate transcripts. depending on campus site and program advisor will prepare official candidate plans of study. Updates student records as subsequent transcript and other documents are received. Researches course equivalencies and confers with appropriate faculty to determine if transfer courses are adequate. Advises currently enrolled students assisting them with course selection consistent with their CPS.	35
Meets weekly with Director to discuss operational or advising issues by site. Monthly report to Director to include operational issues and summary of all advising activities. Participates in meetings with UHCL home campus advisors at least once each semester to assure program knowledge is current. Meets with UH System and UH campus staff to coordinate off-campus site matters. Supports the development of advising/marketing materials by reviewing content to assure it is correct by program/site. Disseminate and maintain marketing inventory at assigned Off-Campus sites. Supports the overall success of the department by completing other duties as assigned.	15
Documents student information from appointments, walk-in visits, phone or email inquiries as well as from initial advising activities or advising/recruiting events in the appropriate tracking system. Maintains student files and records by site in accordance to standards required by UHCL home campus advisors; enters student info in database. Generates student communications and maintains student call and visit logs.	10

Supports recruiting events at the off-campus Learning Centers, at the feeder community colleges, area businesses, organizations and governmental agencies at which advising support is requested. Communicates with UHCL academic programs as directed by the Director.	10
Revises/reviews the Advising Reference Documents and communications semesterly by program/site for which the advisor is primarily responsible to assure information is correct and up-to-date. Orients Advising Staff with secondary site responsibility to on-site processes and procedures to ensure cross-functionality of staff.	10
Audits student files to determine if students have met graduation requirements.	10
Provides faculty support. Proctors exams and facilitates new student services at remote sites. Disseminates Student Services Information and important campus information to Distance Education Students. Generates class rosters for assigned sites (1st day and census). Acts as point of contact for distribution and collection of end of course evaluation packets for assigned sites.	10

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