

University of Houston – Clear Lake

Position Description

Job Title: **Academic Advising Coordinator**

Job Code: **3122**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree required	Master's degree preferred
Experience	Five years	Five years
License/Certification		

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

POSITION SUMMARY

Advise Distance Education students at the UH System Centers. Provide Student Services support. Coordinate between the UH System Centers, UHCL Offices and UH campuses. Support the Office of Distance Ed.

Duties and responsibilities	% Time
Meet with prospective students to inform them of UHCL academic programs of study	30
Daily reporting to the Dir. of Distance Education on all activities, issues & procedures. Proctors exams and facilitates new student services at remote sites. Assists with orientation at UH System Center sites and UHCL campus. Assists in the development of advising and marketing materials. Meets with UH System and UH campus staff to coordinate off-campus site matters. Participates in the development of advising and marketing materials	30
Maintains files and records of student communications; enters student info in database	10
Communicates with UHCL academic programs as directed by the Dir. of Distance Education	10
Submits reports on operations at sites at the end of each term to the Dir. of Distance Education	10
Generates student communications and maintains student call and visit logs	10

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