

University of Houston – Clear Lake

Position Description

Job Title: **Academic Transfer Advisor**

Job Code: **3113**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree	Master's degree in the area of Student Personnel, Counseling, Higher Education or Communications field
Experience	One year work experience Academic Advising, Student Services or other related customer services.	Prior experience in Academic Advising. Bilingual skill.
License/Certification		

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

POSITION SUMMARY

Adheres to the concept of advising as a proactive retention initiative and a form of teaching. Using skills inventory instruments and excellent communication, assesses prospective student interests, aptitudes and abilities in order to assist in career and short and long term academic planning. Helps prospective students develop specific academic plans including major exploration and course selection. Assists transfer students in making a smooth transition to UHCL from a community college or university. Advisor is responsible for ensuring a seamless handoff to professional Advisors in majors upon enrollment. Advisor will be expected to work with Academic Advising Coordinators in each of the schools to maintain a current knowledge of programs/majors and academic policies and procedures. Advisors will also serve as primary Advisors to UNILINK students and non-degree seeking students. They may also provide assistance and advice to prospective graduate students as needed. Academic Advisors will work collaboratively with other campus resources and make referrals as appropriate. Advisors will participate in outreach to prospective students and families during orientation, campus visits, recruitment events and individual meetings. Advisors will regularly utilize technology to engage in e-advising and maintain advising documentation. Advisors will work closely and in coordination with the Office of Admissions to support the University's recruitment and retention activities by providing advising sessions on and off campus as needed. They will monitor and track advisee's progress through the admissions and enrollment process and provide regular reports as required. They will also stay abreast of current trends in the field of Academic Advising and Higher Education through review of publications, participation in teleconferences and conferences and active involvement in professional organizations.

Duties and responsibilities

% Time

<p>As Academic Advisor to prospective students for the purpose of assisting them in developing academic plans (including choice of major and appropriate 2+2 plans) to facilitate the attainment of the academic and career goals.</p> <p>a) Evaluate and determine the needs of prospective students based on student dialog, behaviors, and non-verbal communications.</p> <p>b) May also use instruments that allow for the evaluation of interests, aptitudes, abilities and areas of strengths and weaknesses to facilitate in the development of career and academic planning.</p> <p>c) Communicate and educate students on Texas legislation that affect academic progression such as the "30-hour rule" and the "6-course drop".</p> <p>d) Facilitate the establishment of an advising relationship by proper follow-up and contact with prospects who make appointments, contact the advisor by phone or through electronic</p>	60
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<p>communication, attend the campus tours and on a walk-in basis.</p> <p>e) Monitor and track an advisee's progress through the admissions and enrollment process and provide regular reports as needed</p> <p>f) Help admitted students with course selection for the first registration cycle at UHCL.</p> <p>g) Work with the Academic Advising staff of the schools to assist admitted students with a seamless transition.</p> <p>h) Maintain appropriate and complete advising records including: session notes, observations and recommendations.</p> <p>i) Work collaboratively with other campus resources and make referrals as appropriate.</p>	
<p>Outreach</p> <p>a) Develop and provide group academic advising sessions to high school and community college students and their families.</p> <p>b) Attend on- and off-campus recruitment events as deemed necessary in order for the university to meet its recruitment and enrollment goals.</p>	30
<p>Serves as primary advisor for UNILINK students (students at community college with 30 hours or less who have already made a commitment to transfer to UHCL.</p> <p>a) Facilitate initial contact with assigned students to establish an advising relationship.</p> <p>b) Meet with students on a semester basis to monitor academic progress within the chosen 2+2 transfer plan and assist in short-term and long-term academic planning.</p> <p>c) Working with Admissions, assist in the admissions process once the student is ready to transfer to UHCL.</p> <p>d) Assist in course selection for the first registration cycle at UHCL.</p> <p>e) Maintain appropriate and complete advising records of student progress including: session notes, observations and recommendations.</p> <p>Serve as primary Academic Advisor for non-degree seeking students enrolled at UHCL.</p> <p>a) Facilitate initial contact with assigned students to establish an advising relationship and determine their educational goals.</p> <p>b) If appropriate, establish an advising schedule to assist in the development of short-term and long-term academic goals.</p> <p>c) Work with school advising offices to provide a smooth transition once a student has selected a major.</p> <p>Maintain a collaborative relationship with school Academic Advisors to keep current on curriculum issues and school and university academic policies. Stay abreast of current trends in the field of academic advising and higher education through review of publications, participation in teleconferences and conferences and active involvement in professional organizations.</p>	10

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