

University of Houston – Clear Lake

Position Description

Job Title: **Associate Director, Transfer Advising**

Job Code: **3120**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Masters Degree	Masters degree in counseling, higher education, or a communication field.
Experience	Three years of experience in Academic Advising. Two years of supervisory experience.	Experience with retention practices and initiatives. Experience working with transfer student population. Experience with mandatory advising programs.
License/Certification		

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

POSITION SUMMARY

The Associate Director of Transfer Advising oversees all strategies and staff directly related to the academic advising services provided to prospective and admitted transfer students in the Office of Transfer Advising. This includes the research and implementation of best practices, analysis and enhancement of current practices and direct supervision of the transfer advising team.

Duties and responsibilities	% Time
Directly oversee planning and execution of transfer advising strategies, efforts and functions within the Office of Transfer Advising including but not limited to: providing service to prospective students seeking information about undergraduate majors and articulation and applicability of transfer work, prospective students who are undecided about career paths, including major exploration prior to admission to the university. Coordination of community college advising visits to provide academic support services to prospective students at off-campus locations. Management of the Hawk-Connection program designed to link students to UHCL services while enrolled at the community college. Management of the Mandatory Transfer Advising Program, including the effective execution of communication plans with admitted students regarding satisfaction of the advising requirement prior to enrolling in courses, tracking and managing staff availability to handle appointments particularly in high peak periods, and ensuring issues related to the applicability of transfer credit are resolved prior to transitioning the student to the academic advising offices at the school level. Management of students in the Recruit-back Stop-out Students Program, who have been determined to be within 30 hours of obtaining the degree. Assessment and reporting of transfer advising services evaluation to supervisor. Leveraging of technology for effective daily operations. Coordination and communication of transfer advising issues and topics with the University Academic Advising Center, Distance and Off-Campus Education, Office of Admissions and school advising offices.	50
Provide transfer advising services for caseload of prospective and admitted students. Participate in on-campus admissions events involving new transfer students and first time students as needed.	35
Work directly with the transfer advising staff including; On-going evaluation of processes and procedures, on-going implementation of new or revised departmental policies and procedures, transfer advising goal setting and evaluation, weekly one on one and group staff meetings, on-going	10

supervision, review, accountability and evaluation of each staff member, on-going training and updating of new or revised university policies and procedures affecting advising operations.	
Projects and duties as assigned by the Associate Vice-President of Enrollment Management.	5

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