

# University of Houston – Clear Lake

## Position Description

Job Title: **Coordinator, Academic Transfer Advisor**

Job Code: **3120**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree.	Master's degree in the areas of Student Personnel, Counseling, Higher Education or Communications field.
Experience	Minimum of two years of directly related experience with one year specific to academic advising. One year supervisory experience.	Strong understanding of student development theory and retention practices and initiatives.
License/Certification		

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

### POSITION SUMMARY

**Is responsible for the overall coordination and evaluation of academic advising services to prospective students, UNILINK students, and non-degree seeking students. Advising services include the development of academic plans and goals and career exploration through the advisors comprehensive knowledge of the institution's programs, academic requirements, and support services. Emphasis is placed on the delivery of excellent student service, advanced communication skills, knowledge of assessment, and rigorous record management skills, all in an effort to promote a seamless transfer into UHCL and student success and retention.**

Duties and responsibilities

% Time

Coordinate and evaluate the efforts of academic advisors in their delivery of services to prospective, UNILINK, and non-degree seeking students in support of a seamless transfer to UHCL and support of student persistence and success. a) Maintain open channels of communication with academic advisors supervised, advisors in the schools and the Associate Vice President for Academic Affairs. b) Orchestrate scheduling and workload distribution of academic advisors supervised. c) Provide training and enrichment activities and materials for academic advisors supervised. d) Assess service delivery provided by academic advisors supervised. e) Research and implement innovative means for improved service delivery. f) Advocate for the academic needs of future students based on assessments conducted by staff.	30
Serves 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. a) Evaluate and determine the needs of prospective students based on student dialog, behaviors and non-verbal communications. 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. c) Communicate and educate students on Texas legislation that affect academic progression such as the "30-hour rule" and the "6-course drop". d) Facilitate the establishment of an advising relationship by proper follow-up and contact with prospects that make appointments, contact the advisor by phone or through electronic communication, attend the campus tours and on a walk-in basis. e) Monitor and track an advisee's progress through the admissions and enrollment process and provide regular reports as needed.	35

<p>f) Help admitted students with course selection for the first registration cycle at UHCL. g) Work with the academic advising staff of the schools to assist admitted students with a seamless transition. h) Maintain appropriate and complete advising records including: session notes, observations and recommendations. i) Work collaboratively with other campus resources and make referrals as appropriate.</p>	
<p>Outreach - a) Develop and provide group academic advising sessions to high school and community college students and their families. b) Attend on- and off-campus recruitment events as necessary in order for the university to meet its recruitment and enrollment goals.</p>	30
<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 trend in the field of academic advising and higher education through review of publications, participation in teleconferences and conferences and active involvement in professional organizations. Other duties as assigned.</p>	5

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