

**JOB INFORMATION**

Effective Date	2/20/2023
Job Code:	2119
Job Title:	Dir, Academic Advising Center
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Advising
Job Summary	The Director of the Academic Advising Center provides leadership and direction for academic advising services offered through the UAC. The Executive Director establishes good working relationships with students, faculty, staff and academic units to ensure the accuracy of advising information and appropriate referral to university resources. University Academic Advising collaborates with offices across campus to ensure a positive environment for academic advising at UHCL leading to success. The Director develops and maintains an academic advising program based on the principles of developmental and intrusive advising.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Master's Degree	Master's degree.	Required	
Doctoral Degree	Degree in the areas of student personnel, counseling or higher education or communications field. Doctorate degree preferred.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Five years of advising experience, including advising freshman and sophomore students. Three years of supervisory experience. Knowledge of University Advising Center operations and centralized advising. Evidence of having practiced development and intrusive advising.	Required	
Less than 3 yrs	Evidence of clear understanding of student development theory and retention practices and initiatives.  Experience working in an academic advising center	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
• Must have excellent oral and written communication skills.	Skilled
• Ability to work with a diverse student body, faculty and staff.	Skilled
• Must be a self-starter with excellent interpersonal skills and knowledge of human relations.	Proficient
• Must possess excellent problem solving skills with the ability to work in a collaborative environment.	Skilled
• Must be empathetic and professional as well as a good listener.	Proficient
• Excellent time management and organizational skills.	Skilled
• Excellent ability to lead, oversee and supervise the activities of others.	Skilled
• Ability to work with e-recruitment and e-advising technology.	Proficient

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Leadership –                             <ul style="list-style-type: none"> <li>Provides overall leadership, management and direction for the University Advising Center by establishing departmental goals and policies. Ensures goals and policies are consistent with the priorities of the University and Enrollment Management.</li> <li>Establishes procedures, services, programs and development and administration of innovative programs.</li> <li>Manages the provision of accurate and personalized academic advising services for freshman and sophomore students through effective use of staff and resources.</li> <li>Develops and maintains excellent working relationships with academic units, offices in Enrollment Management and Student Services.</li> <li>Determines short and long range planning objectives for the Unit.</li> <li>Establishes and communicates a vision for the Unit. Vision is grounded in the concept of developmental and intrusive advising.</li> <li>Leverages technology solutions to support service to students and maximize Unit efficiency.</li> <li>Participates in professional development to remain current on (related to field) issues.</li> </ul> </li> </ul> Provides expertise and leadership to the University needs as requested.	25%
<ul style="list-style-type: none"> <li>Supervision –                             <ul style="list-style-type: none"> <li>Provides overall supervision and professional development of staff, management of personnel related issues, and recruitment of new staff members including; professional advisors, support staff and student workers.</li> <li>Directs the activities and evaluates the performance of staff members.</li> <li>Develops an adviser training program based on the principles of developmental and intrusive advising.</li> <li>Provides appropriate orientation, training, and support for all staff members to ensure their success.</li> </ul> </li> </ul>	25%
<ul style="list-style-type: none"> <li>Program Development and Assessment –                             <ul style="list-style-type: none"> <li>Develops and assesses advising services and programs to improve the transition and retention of new and continuing students, including students who are undecided or changing majors, students who have academic difficulty and students who transition to major advising classified as freshman or sophomores assigned to the center. Assists in the evaluation and assessment of the academic advising program across advising units in accordance with the recommendations of the Coordinating Board report.</li> </ul> </li> </ul>	30%

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Oversees the development and maintenance of computerized systems to support advising including; the correct application of AP/CLEP/dual credit and transfer credit on student's degree progress reporting system.</li> <li>Oversee the initial advising and registration process during orientation including; the acceptance of AP, CLEP and Dual Credit, the receipt of placement test and Texas Success Initiatives scores to properly advise students.</li> <li>Responsible for developing communications and advising structures for students flagged through early alert and interim grade reporting for freshman and sophomore students.</li> <li>Develops and implements ongoing assessment of needs for the Unit. Evaluates assessment outcomes to ensure program services are meeting the needs of the students, the Unit, Enrollment Management and the University.</li> <li>Strategically plans programs to increase student retention and graduation.</li> <li>Develops and coordinates appropriate marketing and resources for the Unit.</li> <li>Monitors current trends and developments in professional field regionally and nationally through involvement in organizations and other professional development activities.</li> </ul>	
<ul style="list-style-type: none"> <li>Serve a reduced caseload of students depending on need and while in transition as the program expands.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Performs other duties as assigned.</li> </ul>	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description