



DATE ISSUED: 12/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Coordinator of Academic Transitions

JOB SUMMARY

The Coordinator of Academic Transitions housed in the Pioneer Center for Student Excellence and reporting to the Director is responsible for institutional academic advising initiatives inclusive of assisting special populations of students including exploratory/major changing students in neutral settings. The Coordinator also provides individual and group advising assistance to prospective freshman, transfer and dual credit students in the form of meetings, workshops, and seminars surrounding matriculation to TWU. Support will be provided in-person and online. Additionally, the Coordinator serves as the primary liaison and contact for students on probation and returning from suspension. Work is performed independently under limited supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policy & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Academic Advising for the Pioneer Center for Student Excellence

Supervises: May supervise clerical support staff

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Establishes helping relationships with at-risk students for academic counseling.
- Creates open dialog with students to explore major options available at the institution.
- Makes recommendations to enhance students' approaches to learning.
- Meets individually and in groups both in-person and online with students regarding advising and academic support.
- Serves as a referral resource to departmental advisors and faculty advisors.
- Researches and identifies best practices and future trends in order to continuously improve offerings to students.

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- Identifies and provides direct assistance for students in developing individualized recovery plans when placed on probation.
- Conducts informal academic assessments to identify problem areas in students' approaches to learning.
- Implements early intervention programs and services targeting special populations.

ADDITIONAL DUTIES

- Coordinates college-wide academic advising initiatives with guidance from Director of Advising and College Dean.
- Produces and distributes reports.
- Supports the overall efforts of the Pioneer Center and overall efforts of university academic advising by assisting colleagues as needed.
- Performs other duties as requested.

EDUCATION

Bachelor's degree required. Master's degree in higher education, counseling, or related field preferred.

EXPERIENCE

Three years of higher education academic advising are required. Experience working with special populations or at-risk students preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to make independent decisions and take appropriate action, to work independently, and to follow through on assignments with minimal direction.
- Have a working knowledge of student development and student retention.
- Experience working with diverse populations, demonstrating cultural competence.
- Basic knowledge of data collection, analysis and interpretation.
- Experience with academic advising and student success initiatives.
- Ability to work independently and collaboratively in a team oriented environment.
- Self-starter demonstrating initiative in a fast-paced higher education environment.

- Ability to multi-task, manage multiple priorities and work under pressure to meet deadlines.
- Experience developing and presenting workshops or training.
- Knowledge of academic programming related to advising and academic support.
- Knowledge of professional advising standards and practices.
- Knowledge and application of principles and ethics associated with developmental academic advising.
- Proficient organizational, administrative, and planning skills.
- Ability to develop and maintain databases, reports, and processes.
- Ability to interact and collaborate with diverse departments, institution-wide.
- Knowledge of university programs, policies, and practices.
- Establishes and maintains effective work relationships with students, faculty, staff, and the public.
- Communicates effectively orally, by phone, in person, and in writing.
- Represents the academic unit and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.