



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 09/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director of Academic Advising

JOB SUMMARY

The Director of Academic Advising is responsible for the daily oversight and coordination of institutional advising initiatives inclusive of professional development activities of advising faculty and staff, coordination of advising events; assessment of advising; and the implementation of student centered advising practices. Contributing to student retention, persistence, and success, the Director develops and implements proactive advising strategies and initiatives that positively impact the student experience. The position also has responsibility of focusing on special populations of students including, but not limited to at-risk, probation and suspension, dual credit, undeclared and exploring majors, online, and prospective students. The Director supervises the Coordinator of Academic Transitions and the Coordinators of College Academic Advising. The Director provides individual and group assistance to students in the form of meetings, workshops, and seminars surrounding academic advising and academic support. Additionally, the Director serves as the primary liaison for academic advising technology. 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: Executive Director for Pioneer Center for Student Excellence

Supervises: Coordinator of Academic Transitions, College Advising Coordinators

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

- Supervises academic transitions advisors, college advising coordinators, Develops and coordinates university-wide academic advising initiatives.
- Serves as a liaison to departmental advisors and faculty ensuring a strong relationship exists between academic advising and academic programs.

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- Oversees and implements early alert service including the development of follow-up activities.
- Directly oversees daily advising of special populations including at-risk, probation and suspension, dual credit, online, exploring majors, and prospective students.
- Develops and presents professional development workshops/trainings for advisors and affiliated faculty and staff.
- Coordinates advising components and presents at events.
- Develops and implements common experiences for students surrounding academic advising.
- Develops and implements the overall assessment of advising practices.
- Meets individually and in groups with students regarding advising and academic support.
- Assists in the development and implementation of advising related technology.
- Produces and distributes reports.
- Serves as the liaison to outside academic advising organizations.
- Monitors professional advising standards.
- Ensures alignment with professional advising best-practices.
- Responsible for establishing job standards, while providing opportunities for professional development and leadership. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Assists in grant preparation.
- Supports the overall efforts of the Pioneer Center for Student Excellence by assisting colleagues as needed.
- Performs other duties as requested.

EDUCATION

Master's degree required. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

Five years of higher education academic advising experience including supervision of employees, program development experience and experience working with special populations of students at a university level.

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:

- Knowledge of academic advising and student success initiatives.
- 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.
- Knowledge of university programs, policies, and practices.
- Knowledge of effective supervision techniques and practices.
- Knowledge of management methods and ability to provide leadership, administrative guidance and direct training and supervision.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to establish and maintain effective relationships with students, faculty, administrators, staff, the public, and service providers.
- Ability to work creatively, collaboratively, and effectively as a team member and independently to promote teamwork within the organization.
- Excellent verbal, written and interpersonal skills.
- Ability to use a personal computer and other office equipment, including related university 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 and/or classroom setting.

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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.

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:** _____

Printed Employee 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.