



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 09/16  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Director of College Advising & Academic Initiatives

### ***JOB SUMMARY***

The Director of College Advising & Academic Initiatives is responsible for the training and supervisions of staff advisors. The Director will also assist in achieving CAS strategic academic initiatives and be responsible for the budget and programmatic needs including Institutional Improvement reporting and Undergraduate Program Review. In addition, the Director of College Advising & Academic Initiatives serves as liaison/advisor between Dean's office and Department advisors. 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:* Dean, College of Arts and Sciences

*Supervises:* Academic Advisor I, Academic Advisor II, Student Assistants

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

- Provides supervision for college academic advisors
- Provides program direction for the Bachelor of General Studies program.
- Supports college efforts in achieving academic initiatives.
- Supports college efforts in achieving advising initiatives.
- Provides initial training and ongoing professional development for college advisors.
- Develops reports for Dean/Associate Dean concerning academic advising.
- Develops reports for Dean/Associate Dean concerning Bachelor of General Studies and other academic initiatives.
- Collects information and maintains Bachelor of General Studies database.
- Maintains good public relations.

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- Maintains all databases.
- Coordinates Freshmen Forum.
- Coordinated, attends, and participates in all orientations for CAS.
- Serves as liaison/advisor between Dean's office and Department advisors.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

- Makes professional presentations at NACADA and other professional conferences.
- Maintains membership to NACADA.
- Performs other duties as requested.

### **EDUCATION**

Master's degree is required.

### **EXPERIENCE**

Five years of higher education academic advising experience.

### **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 plan, direct and evaluate a complex operation using human resources, time funds, and other resources for the accomplishment of long term and short term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within the area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques with financial constraints.

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- Ability to organize work effectively, conceptualize, and prioritize objectives and exercise independent judgement based on an understanding of organizational policies and activities.
- Ability to communicate effectively orally, by phone, in person and in writing.
- Ability to use a personal computer and office equipment, including 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.

### **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:** \_\_\_\_\_

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***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.***