

JOB INFORMATION

Effective Date	6/21/2023
Job Code:	3113
Job Title:	Academic Transfer Advisor
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Academic Affairs
Job Family:	Academic Advising
Job Summary	The academic transfer advisor will serve as a primary for all prospective undergraduate students. They will provide academic advising and guidance to all prospective students who may or may not be ready to officially apply for admission to UHCL. Support and participate in office involvement in on-campus and off-campus student events for prospective students. The academic advisor, utilizing a developmental approach to aid student success, will assist students with identifying academic goals through major exploration, developing academic plans, and making appropriate course selections. They will also advise newly admitted students admitted to UHCL during peak advising times.

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	
Bachelor's Degree		Required	
Master's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	No experience is required.	Required	
Less than 3 yrs	One year of work experience academic advising, student services or other related customer services.	Preferred	

Licenses and Certifications

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

KSAs	Proficiency
• Ability to provide excellent service.	Skilled
• Strong verbal and written communication.	Skilled
• Computer and technology skills including Microsoft Office suite experience.	Skilled
• Must be creative with critical thinking and listening skills and a strong attention to detail.	Skilled
• Cultural awareness and understanding with the ability to work with a diverse population.	Skilled
• Ability to organize and prioritize work.	Skilled
• Strong social skills with the ability to collaborate with others in a team environment. Must be an accountable and dependable team member.	Skilled
• Ability to be flexible, adaptable, and multi-task with frequent interruptions.	Skilled
• Ability to understand/interpret policies and procedures.	Skilled
• Ability to assimilate large amounts of information and recall that information frequently.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Provides academic advising and guidance to all prospective undergraduate students who may or may not be ready to officially apply for admission to UHCL. Support and participate in office involvement in on-campus and off-campus student events for prospective students.	50%
• Advises newly admitted students on their transfer credits, academic requirements, first-semester course selections, and University policies, and procedures to ensure a smooth transition to UHCL by serving as an advocate for students throughout their transfer experience up until census and they are fully transitioned to their assigned college professional academic advisor.	20%
• Maintains a collaborative relationship with our community college academic advisors to keep current on curriculum updates, academic processes, and academic policies.	10%
• Serves as the primary advisor to identified Hawk Connection participants. Follows the communication plan to connect with your students to ensure they are on track at their respective colleges, and foster a relationship so that students stay connected and informed.	5%
• Analyzes current programs or processes related to academic transfer advising and evaluates and recommends new techniques for delivery and execution of prospective student advising when necessary to improve processes.	5%
• Leverage available technology (Transfer Credit Guide, EAB Transfer Portal, PeopleSoft, EAB/Navigate, Academic Advisement Report "DPR" etc.) to supplement the academic advising process and to track student success initiatives.	5%
• Actively engage in professional development at the campus, local, state and national level, continuously seeking to improve techniques and skills in the field of academic advising.	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	
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