

JOB INFORMATION

Effective Date	10/11/2021
Job Code:	3120
Job Title:	Director, Transfer Advising and Student Transitions
Salary Grade/Structure:	060 - 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 Associate Director of Transfer Advising oversees all strategies and staff directly related to the academic advising services provided to prospective and admitted transfer students in the Office of Transfer Advising. This includes the research and implementation of best practices, analysis and enhancement of current practices and direct supervision of the transfer advising team.

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		Required	
Master's Degree	in counseling, higher education, or a communication field	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Three years of experience in academic advising.	Required	
Less than 3 yrs	Two years of supervisory experience.	Required	
Less than 3 yrs	Experience with retention practices and initiatives	Preferred	
Less than 3 yrs	Experience working with transfer student population.	Preferred	
Less than 3 yrs	Experience with mandatory advising programs	Preferred	

Licenses and Certifications

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

KSAs	Proficiency
<ul style="list-style-type: none"> Ability to work under pressure, exuding a mature demeanor while multi-tasking in a deadline-oriented environment with accuracy and consistency. 	Skilled
<ul style="list-style-type: none"> Ability to work independently and meet deadlines. 	Proficient
<ul style="list-style-type: none"> Ability to work collaboratively with a team, as well as an independent contributor. 	Skilled
<ul style="list-style-type: none"> Ability to exercise good judgment and discretionary skills in determining when to act independently and when to consult management prior to taking action. 	Proficient
<ul style="list-style-type: none"> Must be a self-starter with a positive attitude. 	Skilled
<ul style="list-style-type: none"> Ability to train others effectively and communicate effectively through all mediums. 	Skilled
<ul style="list-style-type: none"> 7. Strong data analysis skills and ability to work with technology. 	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Directly oversee planning and execution of transfer advising strategies, efforts and functions within the Office of Transfer Advising including but not limited to: providing service to prospective students seeking information about undergraduate majors and articulation and applicability of transfer work, prospective students who are undecided about career paths, including major exploration prior to admission to the university. Coordination of community college advising visits to provide academic support services to prospective students at off-campus locations. Management of the Hawk-Connection program designed to link students to UHCL services while enrolled at the community college. Management of the Mandatory Transfer Advising Program, including the effective execution of communication plans with admitted students regarding satisfaction of the advising requirement prior to enrolling in courses, tracking and managing staff availability to handle appointments particularly in high peak periods, and ensuring issues related to the applicability of transfer credit are resolved prior to transitioning the student to the academic advising offices at the school level. Management of students in the Recruit-back Stop-out Students Program, who have been determined to be within 30 hours of obtaining the degree. Assessment and reporting of transfer advising services evaluation to supervisor. Leveraging of technology for effective daily operations. Coordination and communication of transfer advising issues and topics with the University Academic Advising Center, Distance and Off-Campus Education, Office of Admissions and school advising offices. 	50%
<ul style="list-style-type: none"> Work directly with the transfer advising staff including; On-going evaluation of processes and procedures, on-going implementation of new or revised departmental policies and procedures, transfer advising goal setting and evaluation, weekly one on one and group staff meetings, on-going supervision, review, accountability and evaluation of each staff member, on-going training and updating of new or revised university policies and procedures affecting advising operations. 	10%
<ul style="list-style-type: none"> Provide transfer advising services for caseload of prospective and admitted students. Participate in on-campus admissions events involving new transfer students and first time students as needed. 	35%
<ul style="list-style-type: none"> Projects and duties as assigned by the Associate Vice-President of Enrollment Management. 	5%

PRE-EMPLOYMENT

MVR:	Yes
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