

JOB INFORMATION

Effective Date	4/22/2022
Job Code:	2118
Job Title:	Dir Academic Advising
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	M3 - Middle Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Advising
Job Summary	The Director of Academic Advising supervises and participates in daily operations and functions of the colleges office of Academic Advising. The Director supervises the advisors and secretarial staff, advises undergraduates and graduate students, and works with the Dean, Associate Dean and faculty to meet the needs of the college. The Director of Academic Advising is responsible for implementing advising tools as well as advising programs/initiatives to provide the best quality advising services for students. The Director also assists in the strategic planning of the college, manages budget, and serves on university- and college-level committees to assist in decision-making.

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	in Education, Higher Education, Counseling or other related field	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	At least 5 years of experience in Academic Advising in an institution of higher education.	Required	
Less than 3 yrs	Managerial administrative experience	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
-------------------------	--------------------------------	------------	--------------------

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Strong verbal and written communication skills, social skills, and critical thinking and listening skills to provide an excellent service experience to students. 	Skilled
<ul style="list-style-type: none"> Computer/technology skills, including Microsoft Office suite experience, to conduct academic advising duties and create/process documents. 	Skilled
<ul style="list-style-type: none"> Attention to detail, ability to organize and prioritize work, and understand/interpret policies and procedures. 	Skilled
<ul style="list-style-type: none"> Ability to collaborate with others, be flexible and adaptive, and handle numerous tasks with frequent interruptions. 	Skilled
<ul style="list-style-type: none"> Ability to assimilate large amounts of information and recall that information. 	Skilled
<ul style="list-style-type: none"> Knowledgeable in FERPA regulations, student development and advising theory, and also has academic disciplines knowledge and institutional knowledge. 	Skilled
<ul style="list-style-type: none"> Ability to make decisions independently and work in an environment of change. 	Basic
<ul style="list-style-type: none"> Strong leadership and supervisory skills. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Supervise operations and training of advising office and staff. This includes training, time approvals, professional development, determining caseload, completion of deadlines, and management of regular office responsibilities (advising, CPS production, DPR production, graduation audits, and the colleges participation in University events). 	40%
<ul style="list-style-type: none"> Responsible for implementation and design (as needed) of advising tools and programs to enhance advising services. 	15%
<ul style="list-style-type: none"> Additional appropriate responsibilities, including advising students. 	15%
<ul style="list-style-type: none"> Serve on University- and College-level committees. 	10%
<ul style="list-style-type: none"> Participate in strategic planning for college, division, and university for academic advising initiatives. 	10%
<ul style="list-style-type: none"> Manage advising office budget. 	5%
<ul style="list-style-type: none"> Performs other duties as assigned 	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