

JOB INFORMATION

Effective Date	10/13/2022
Job Code:	3116
Job Title:	Sr. 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 Senior Academic Transfer Advisor is responsible for reviewing all transcripts to ensure courses are evaluated and posted correctly and advocating for their courses by connecting with Department Chairs or the Transcript Analyst in Admissions. Will draft students initial Candidate Plan of Study (CPS) which is the internal degree plan utilized by each Academic College to track progress toward the Bachelors degree, and submit directives in the students official degree plan in PeopleSoft to ensure transfer courses are posting correctly toward the Texas Core and Major Requirements for the Bachelors. Also responsible for advising students and recommending classes for enrollment.

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	Master's degree in the area of student affairs/personnel, counseling, social work, higher education, communications or related social and behavioral sciences field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum three years of of Academic Advising experience at university or college.	Required	
Less than 3 yrs	Five years of Academic Advising experience at a university or college. And active involvement with NACADA and/or TEXAAN. Bilingual (Spanish).	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Academic Advising Certificate	Upon Hire	Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Working knowledge of college enrollment process.	Skilled
• Knowledgeable of Family Educational Rights and Privacy Act (FERPA).	Skilled
• Must be able to provide excellent customer service to a diverse student population.	Skilled
• Possess skills to effectively use Microsoft Suite (Outlook, Word, Excel, etc.).	Skilled
• Ability to manage multiple calendars and shared email inbox.	Skilled
• Must have strong and effective oral and written communication skills.	Skilled
• Ability to communicate effectively with a variety of constituents and determines their needs in a calm, professional manner.	Skilled
• Ability to maintain confidentiality and exercise good judgment.	Skilled
• Ability to maintain professionalism and effectiveness during periods of high traffic.	Skilled
• Strong interpersonal communication skills.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Advise newly admitted students on their transfer credits, academic requirements, first semester course selections, 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.	45%
• Provide academic advising and guidance to all prospective undergraduate students with any amount of hours 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.	20%
• Independently coordinate and manage one or more programs or processes related to academic transfer advising and also evaluate and develop new techniques for delivery and execution when necessary to improve processes.	10%
• Serve as primary advisor to identified Hawk Connection participants and follow the communication plan in order to connect with your students to ensure they are on track at their respective college, and foster a relationship so that students stay connected and informed.	5%
• Maintain a collaborative relationship with college professional academic advisors to keep current on curriculum updates, academic processes, and university academic policies.	5%
• Leverage available technology (PeopleSoft, EAB/Navigate, Academic Advisement Report "DPR", Singularity, 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%
• Other related duties as assigned.	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

