

Coordinator, Texas Success Initiative

FLSA Status: Non-Exempt

Pay Grade: 15

Job Title ID: 12103

Job Series/Job Family: Student Support & Success Series / Admissions Family

Reports To

Director, Admissions and Records

Job Purpose

To coordinate the Texas Success Initiative (TSI) program functions and the administrative support needed to comply with TSI requirements.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Assures institutional compliance with all regulations and requirements regarding TSI.
2. Serves as TSI program liaison; provides direct support and responds to information requests from students, faculty, and staff regarding TSI regulations and policies; makes referrals for TSI students to Advising/Assessment Specialists; communicates with students regarding TSI program policies and procedures.
3. Monitors student TSI compliance by programming the student information system database, analyzing reports, auditing student compliance status, and running hold programs; researches and notifies students of TSI compliance and remediation requirements.
4. Maintains TSI database and files on TSI policies and procedures and all activities associated with the TSI program.
5. Assures compliance with the College's Development Education Plan.
6. Creates and updates computer information files relating to TSI policies, procedures, and implementation activities.
7. Coordinates information gathering and dissemination with those departments involved in TSI implementation.
8. Develops and delivers staff and faculty training.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Principles and practices pertaining to student advisement and counseling services.
- State and federal policies pertaining to students in higher education.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Applying academic record policy and procedures.

- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency at an intermediate level using standard office software applications and student information systems; proficiency in database management.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- Two years of related work experience including work experience with student programs in a higher education setting.

Preferred

- Experience in student services at a community college, record keeping processes, data management, testing and assessment and/or student success programs.

Education

Required

- Bachelor's degree in related field.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.