

Supervisor, Advising

FLSA Status: Exempt

Pay Grade: 15

Job Title ID: 12151

Job Series/Job Family: Student Support & Success Series / Campus Deans of Student Services Family

Reports To

Dean of Campus

Job Purpose

To supervise the staff and operations of the advising office on a campus within the College.

Description of Duties and Tasks

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

Required

1. Performs academic advising.
2. Coordinates and supervises the operations and staff of the advising center and related off-site advising activities including supervising office personnel to ensure that employees are maintaining their work schedule, completing assignments and tasks, effectively advising students, and providing satisfactory customer service.
3. Selects, hires, trains, and evaluates advising center staff; provides periodic training or updates to other staff members regarding advising policies and procedures.
4. Works with other departments to create effective advising processes and to disseminate relevant information; assists in the development and maintenance of advising materials and manuals.
5. Works with other departments to determine student status and courses needed.
6. Recommends and manages the advising center budget.
7. Interprets advising policies and procedures.

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

- College admissions procedures, programs, and courses.
- Multicultural education programs and systems.
- Student database systems.
- Supervisory principles, practices, and methods.

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

- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Effectively supervising, leading, and delegating tasks and authority.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

- Maintaining an established work schedule.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 20 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- Two years work experience in academic advising, including one year supervisory experience.

Education

Required

- Bachelor's degree.

Preferred

- Master's degree in related field.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.