

Specialist, Advising/Student Services

FLSA Status: Exempt

Pay Grade: 13

Job Title ID: 12152

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

Reports To

Dean, Supervisor or designee

Job Purpose

To provide academic advising and related student support services.

Description of Duties and Tasks

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

Required

1. Advises students on various aspects of college programs such as majors, course selection, transferability, and pre-requisites for degree plans.
2. Assists with recruiting prospective students by participating in College Connection program, including kick-off, admissions, advising, tours, and follow up.
3. Reviews transcripts, authorizes and interprets test scores and other information for the Texas Success Initiative (TSI), and completes student TSI plans.
4. Documents and inputs data regarding advising sessions into computer system; replies to e-mails and telephone calls regarding program or course issues.
5. Disseminates information on the enrollment process, including admissions, financial aid, and assessment, advising, and transferring.
6. Facilitates workshops and seminars in support of recruitment and retention.
7. May perform assessment tests, present new student orientation, or other special projects to support recruitment and retention.

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.

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.
- Effectively using organizational and planning skills.
- Disseminating complex information.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

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

- One year work experience in academic advising.

Education

Required

- Bachelor's degree.

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.