



POSITION VACANCY NOTICE

DIRECTOR, ACADEMIC ADVISING

DATE POSITION AVAILABLE:	September 3, 2018
APPLICATION DEADLINE:	August 12, 2018
APPLICATION PROCEDURE:	Apply on-line at: www.tjc.edu

JOB DESCRIPTION: Director of Academic Advising is a dynamic professional position with a clear vision for academic advising in a student-focused, outcomes-driven environment. Additionally, this candidate will have a high level of comfort with information technology and its application to advising; knowledge of current national trends in academic advising; experience with assessment and its use in shaping policies and procedures; demonstrated ability to create and manage programs that will effectively serve a diverse student population; and knowledge of management techniques that improve advisors in their ability to guide a student's success through their academic journey. This position reports to the executive director, marketing, media and communications for the following:

1. Direct and manage services such as placement test interpretation, career, vocational and transfer requirements, selection of appropriate areas of study, course selection, class scheduling, goal setting, and the development of an academic plan that fulfills student goals (*i.e., graduation and/or completion*), timely graduation and gainful employment or seamless transfers.
2. Ensure that effective advising, with specific attention to specialized and at-risk student populations is available and provided to students at all campus sites through a variety of mediums, including appointments, walk-ins, group advising, phone and email, online advising and chat.
3. Provide strategic leadership and supervision of part-time, full-time and student staff in areas of advisement, ensuring exceptional delivery of quality advisement as well as manage financial processes and development of budgets.
4. Provide strategic leadership and direction for the implementation and use of academic advising technology including but not limited to student tracking, document management, early alert, student degree planning/degree audit.
5. Work collaboratively with colleagues in marketing, admissions, registrar, financial aid/scholarships, academic departments and other campus offices to build programs, policies, procedures and cohesive messaging to ensure a consistent and smooth progression for students along their chosen pathway.
6. Develop and provide ongoing assessment of academic advising programming and staff in order to improve or initiate programs, communications and services that align with strategic institutional priorities and the changing needs of a diverse student population.
7. Track and analyze data, and prepare reports that assess student progress, the needs of student populations, as well as the effectiveness of advising processes and advising efforts.
8. Provide training on academic advising theory and practice to professional advising staff and faculty advisors.
9. Handle confidential student information with tact, discretion and in compliance with FERPA regulations.
10. Work collaboratively with colleagues in financial aid, admissions, registrar, academic departments and other campus offices to ensure a consistent and smooth progression for students along their chosen pathway.
11. Represent TJC in the most positive manner with prospective, former and current students, and the community we serve.
12. Interact effectively with diverse groups of faculty, staff, administrators and the rest of the TJC community.
13. Perform other duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

1. Bachelor's degree and five years of relevant experience.
2. Experience in academic advising in a higher education setting with sensitivity to diverse student populations, as well as knowledge and understanding of the intellectual and social development of college students preferred.
3. Advanced communication skills to clearly and effectively communicate information to internal and external audiences, client groups, and all levels of management.
4. Strong analytical and problem-solving skills to review and analyze complex information.
5. Advising team management experience.
6. Advanced computer skills/expertise, including experience with Microsoft Office Suite.
7. Understanding of financial transactions and budget experience preferred.
8. Ability to ensure compliance with legal, financial, and institutional policies, and external regulations.

PREFERRED QUALIFICATIONS:

1. Advanced degree and/or ten years of relevant experience.
2. Experience with Banner ERP.
3. Bilingual in Spanish and English.
4. More than two years of customer service experience.
5. Advising experience and/or experience working with students on a university or college campus as an orientation or peer advisor, resident assistant, student ambassador, or with other student service-oriented departments or organizations.
6. Ability to communicate professionally and empathetically with parents and students from diverse social, ethnic, and cultural backgrounds.
7. Demonstrated ability to successfully build, nurture, and balance professional relationships to achieve tasks.

SALARY: Up to \$65,000

* This is a security sensitive position and a background check will be completed prior to hiring.

OTHER BENEFITS: Exceptional employee benefit plan. Participation in Teacher Retirement System of Texas.

Tyler Junior College gives equal consideration to all applications for admission, employment and participation in its programs and activities without regard to race, creed, color, religion, national origin, gender, age, marital status, disability, veteran status or limited English proficiency (LEP). Tyler Junior College respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence, or harassment based on any other basis prohibited by law.