 **Assistant Director, Advising Services Standard Job Description**

**Classification Title:** Academic Advisor Assistant Director

**FLSA Exemption Status:** Exempt

**Pay Grade:** 11

**Job Summary:**

The Assistant Director of Advising manages a team of staff in providing academic advising for students grounded in tenets of practice outlined by the National Association of Academic Advising (NACADA) and appropriate academic advising and student development theories. Complies with all state, system, and university policies, regulations, rules, procedures, guidelines, and directives in a timely manner and adhere to confidentiality policies (FERPA). May advise in both group and individual settings with current and prospective students.

**Essential Duties and Responsibilities:**

**20% Supervision:**

* Under direction, manages a team of staff in providing academic advising for students grounded in tenets of practice outlined by the National Association of Academic Advising (NACADA) and appropriate academic advising and student development theories.
* Develops and assesses plans for delivery of advising services that are flexible and responsive to students’ needs.
* Establishes and monitors key performance indicators for academic advisors.
* Leads hiring of new academic advisors.

**20% Professional Development:**

* Leads advisor professional development based in theory, best practices, and recent research.
* Develops and maintains reference materials for advisors that reflect common practices, policies, and guidelines.

**20% Collaboration:**

* Coordinates with campus partners to develop strategies that support student retention and graduation goals.
* Works collaboratively with deans and department chairs to ensure that academic advising services meet distinct needs of students and that faculty understand the student experience.

**10% Data & Assessment:**

* Analyzes data, develops reports, and creates assessment instruments for programs, initiatives, and services.

**10% Research, Technology, & Innovation:**

* Conducts research on best practices and theory within the field of academic advising, students in transition, and related topics to foster professional growth and improve the student advising experience.
* Identifies emerging trends and leads staff to implement initiatives to increase student retention and graduation.
* Actively seeks opportunities to serve on committees or in leadership positions for professional organizations that promote advising or student success.
* Collaborate with campus partners to implement technology and applications that support advising and student success.
* Assign projects to staff related to the implementation of technology and applications.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Master’s degree in Education or Social Science, or equivalent combination of education and experience.
* Six years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Knowledge of student development in higher education.
* Ability to lead students in developing a sense of purpose and developing education and personal goals.
* Ability to use word processing, spreadsheet, database applications, student information systems, degree planning, and degree audits.
* Ability to present information clearly and concisely, work with sensitive information and maintain confidentiality.
* Excellent written communication, analytical, interpersonal and organizational skills.

**Machines and Equipment Used:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**