**Coordinator, Undergraduate Academic Advising P11 Standard Job Description**

**Classification Title:** Coordinator, Undergraduate Academic Advising P11

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Coordinator of Undergraduate Academic Advising P11, under direction, 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:**

**30% Team Management and Advising**

* Manages a team of staff in providing academic advising for students grounded in practice principles.
* Supervises academic advisors and counselors while providing training and guidance.
* Acts as the evaluating manager on advisors’ performance reviews and participates in hiring new advisors.
* Delivers academic advice to undergraduate students concerning professional concerns, financial aid, degree programs, and academic schedules.

**20% Program Development and Implementation**

* Develops, implements, oversees, and directs advising activities, programs, policies, and procedures.
* Collaborates with campus partners to review and revise policies and procedures to support student retention and graduation goals.
* Reviews and recommends operational, policy, and process changes to enhance advising services.

**10% Data Monitoring and Assessment**

* Monitors individual and aggregate data to track outcomes of advising initiatives.
* Conducts research on best practices in academic advising to improve the student advising experience.
* May create and implement assessments of programs and services.

**10% Compliance and Communication**

* Complies with all federal and state laws, system policies, and university rules regarding confidentiality.
* Meets regularly with academic departmental leadership to ensure up-to-date communication between faculty and advising staff.
* Provides information and resources to prospective undergraduate students and parents.

**10% Training and Professional Development**

* Supports the planning and delivery of college-wide advising and student success events.
* Engages in training and development programs, including shadowing and university meetings.
* Promotes an environment that fosters feedback and coaching of employees.

**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:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.
* Five years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* 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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**