

Assistant Director, Advising & Transfer Programs  
(REPOST)  
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=245596>

Downloaded On: Sep. 27, 2024 1:12am

Posted Sep. 23, 2024, set to expire Oct. 2, 2024

<b>Job Title</b>	Assistant Director, Advising & Transfer Programs (REPOST)
<b>Department</b>	
<b>Institution</b>	Lee College Baytown, Texas
<b>Date Posted</b>	Sep. 23, 2024
<b>Application Deadline</b>	10/02/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Administration - Student Affairs Administration - Counseling Services
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**Job Description**

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**Assistant Director, Advising & Transfer Programs (REPOST)**

**Salary:**

**Job Type:** Full-Time

**Job Number:** FY2300466

**Location:** Main Campus - Baytown, TX

**Division:** Provost/Academic & Student Affairs

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### Position Overview

Starting Salary Range is \$71,616 -\$82,361. The initial salary offer is commensurate with education and related work experience.

The Assistant Director of Advising & Transfer Programs will assist the Director in day-to-day planning, developing, managing, and budgeting for Advising & Transfer Programs. In addition, the Assistant Director will support Advisors, Counselors, and Transfer Coordinators to ensure the guidance and education of students through academic counseling, career exploration, navigating transfer, and related academic concerns.

### Essential Duties & Responsibilities

- Assist with promoting the growth, development, marketing, and administration of Advising & Transfer Programs, including the development and dissemination of guidelines for advisors/counselors, students, parents, and faculty/staff.
- Assist in the planning, implementation, and interpretation of federal, state, and institutional policies and procedures.
- Assist with establishing Advising & Transfer Programs goals and assessments that guide and inform the program's effectiveness.
- Assist with personnel management activities of assigned staff; including hiring team members, orientation, coaching, and professional development.
- Supervise all administrative data entry into the PeopleSoft system, including regular PeopleSoft PUM testing.
- Oversee semester-to-semester pre-requisite reports to ensure students qualify for the upcoming semester after grades are reported and/or testing is completed.
- Prepare and submit required reports as requested by the Director.
- Provide professional development and regular training for campus advising partners and faculty.
- Ability to engage in conflict resolution, crisis intervention, and referrals as appropriate.
- Oversee maintenance of the Advising & Transfer Programs SharePoint site as a resource for Advisors & Transfer Programs and the department webpage for prospective and current students.
- Assist the Director by attending meetings and disseminating information.
- Coordinating and facilitating academic workshops, including collaboration with other campus services (e.g. Student Employment and Career Services, First Year Experience, etc.).
- Assist in the management of Academic Support Referrals, an early alert program.
- Integrate technology into the academic advising and transfer practices and procedures.
- Assist with SACS report generation and narratives as requested by the Executive Director of School and College Partnerships and AVP of Student Services.

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- Assist with PeopleSoft development and implementation of underdeveloped PeopleSoft features.
- Assist with ensuring enrollment activities are efficient and effective.
- Support the enrollment of students in remote options (i.e. Acadeum).
- Facilitate a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Assist the Director in various tasks including presentations to Lee College personnel and community organizations.
- Cooperatively work with the campus to remain current in institutional changes.
- Handle phone calls and emails from parents, students, and other interested parties regarding advising and the enrollment process.
- Assist with night and weekend online registration assistance.

### **Additional Duties & Responsibilities**

- Participate on various campus committees (hiring, academic, distance education etc.).
- Perform extra duties, time, and days during peak times.
- Other responsibilities as assigned.
- Serve the centralized Advising & Transfer Programs Team as a generalist to assist current and prospective students.

### **Minimum Education, Experience, Knowledge, Skills & Abilities**

- Master's degree in counseling, Psychology, Sociology, Social Work, or a related field OR Master's degree in an academic field with a Graduate Certificate in Academic Advising
- Three (3) years of related advising work experience in higher education
- Excellent oral and written communication, interpersonal skills, and presentation skills
- Ability to learn and understand various policies and/or procedures and interpret these to students
- Practices and complies with Family Educational Rights and Privacy Act (FERPA)
- Practices and complies with NACDA/ACA Code of Ethics
- Evening and weekend work required with flexibility during the work week required
- Strong computer and data analysis skills
- Knowledge of Microsoft Office Suite
- The ability to work with people who have major emotional and physical concerns is
- Must be able to work accurately in a high-volume, high-stress environment
- Must be able to work with individuals of various backgrounds
- Must be able to function within an administrative structure to advocate for students



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Preferred:

- Knowledge of PeopleSoft
- Experience in a community college setting
- Bilingual: Read, write, and speak both English and Spanish

*Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.*

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4627925/assistant-director-advising-transfer-programs-repost>

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### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

N/A

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