

Advisor/Recruiter, Huntsville Center  
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=258471>

Downloaded On: Jun. 20, 2025 3:13am

Posted Jun. 19, 2025, set to expire Jul. 2, 2025

**Job Title** Advisor/Recruiter, Huntsville Center  
**Department** Huntsville Center  
**Institution** Lee College  
Huntsville, Texas

**Date Posted** Jun. 19, 2025

**Application Deadline** 07/02/2025

**Position Start Date** Available immediately

**Job Categories** Other Administrative Categories

**Academic Field(s)** Administration - Other

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**Job Description**

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**Advisor/Recruiter, Huntsville Center**

**Salary:** \$53,202-\$61,184

**Job Type:** Full-Time

**Job Number:** FY2300588

**Location:** Huntsville Center - Huntsville, TX

**Division:** Huntsville Center

**Position Overview**

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Starting Salary Range is \$53,202 - \$61,184. The initial salary offer is commensurate with education and related work experience.

Recruit and advise students on six (6), possibly more, Texas Department of Criminal Justice (TDCJ) units. The Advisor will coordinate all Second Chance Pell Grant applications which includes completing the FAFSAs, awarding, and oversight of degree planning for the Pell Grant recipients. In addition to managing and tracking Pell Grant for the incarcerated student population, the Advisor will also be responsible for assisting students with functions such as admissions, TSIA testing, remedial placement, degree planning, program and course selections, and providing all financial aid options.

### **Essential Duties & Responsibilities**

- Recruit students
- Explain all financial aid options, such as the new Second Chance Pell Grant
- Assist students with FAFAS applications
- Meet with students to explain Pell Grant awards or issues
- Assist the Financial Aid Office at the main campus in Baytown with Pell Grant Awarding for incarcerated students.
- Conduct orientation sessions for new students
- Conduct weekly advising sessions with students on the TDCJ Units
- Provide degree planning
- Screen students via the TDCJ Mainframe system for program eligibility
- Track TABE and TSI scores
- Provide students career planning sessions
- Distribute semester grades, diplomas, and graduation pictures
- Obtain outside college transcripts
- Conduct exit interviews with graduates and certificate completers
- Coordinate with the academic chair to select unit class schedules to address student needs and best utilization of classroom space available.
- Assist instructors with classroom issues including mail, absences, tardiness, etc.
- Serve as liaison with TDCJ, Windham School District and RPD to resolve conflicts that may arise including attendance, lockdowns, lay-ins, class make-ups, etc. File TDCJ Unit tracking rosters for classes as required by TDCJ/RPD
- Coordinate and conduct student registrations each semester including scheduling dates for registration, documentation, lay-ins, classroom availability, etc.

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**Additional Duties & Responsibilities**

- Assist with the Lee LaPalooza (College Night events) on the TDCJ Units
- Attend and assist with preparations for the annual graduation ceremony
- Attend TDCJ Warden and Rehabilitation Meetings
- Coordinate TSI pre-assessment and testing
- Coordinate industry testing such as ASE, AWS, EPA, etc.
- Deliver mail, packets, certificates, etc. to units as needed
- Coordinate purchase, delivery to units and deletion of college texts each semester. Coordinate the issuing and pick up of academic texts from the students thru the instructors each semester.
- Collect I-25 forms for payment of tuition and Alpha Beta Gamma
- Perform other duties as assigned

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

- Bachelor's degree
- Three (3) years of previous experience working in financial aid, student services, banking or a related field
- Previous experience working with the TDCJ Mainframe data and classification system within TDCJ
- Ability to work with incarcerated students within TDCJ
- Knowledge of degree planning, placement testing, test interpretation, and career planning
- Must be proficient in the use of PC's, spreadsheets, presentation software and Microsoft programs (i.e., Word, Excel, Access, PowerPoint, and Access)
- Strong customer service skills
- Must be aware of and sensitive to cultural differences
- Must be available to work evenings and weekends as needed
- This position requires travel to the Huntsville Center, assigned prison units, within the service area of the college, and out of town to attend training, conferences, etc. Candidate must be able

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to travel to the different locations.

*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/4978242/advisor-recruiter-huntsville-center>

### Contact Information

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

### Contact

N/A

Lee College

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