

Sam Houston State University Human Resources

Staff Classification Description – Executive Director of Student Advising and Mentoring Center

Skill Category: Administrative
Position (Employee) Class: 1M180 (E1)
Grade: NC
Date: 11/2011

Department: Student Advising and Mentoring Center

Educational & Experience Requirement: Ph.D. and a minimum of five (5) years of professional experience in academic advising on the university level. Knowledge of various types of programs for the enhancement of students' academic progress and a creative spirit to complement the formulation and implementation of academic support programs. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Serves as administrative officer primarily responsible for coordinating academic advising for all undergraduate students and supervising academic support programs for both undergraduate and graduate students.

Supervision Given & Received: Reports to the Associate Vice President for Academic Affairs. Supervisors the Director and Assistant Director of Academic Support Programs, a team of faculty advisors representing diverse academic programs, a small staff of professional advisors, and a cadre of student assistants.

Primary Responsibilities: Responsible to select and train faculty members as academic advisors; work with the Director and Assistant Director of Academic Support Programs in developing and instituting academic support programs and evaluating their effectiveness; developing a working budget which reflects the ambition and integrity of the center; serving on appropriate committees as requested by the Vice President for Academic Affairs; creating and presenting workshops, discussions, and other programs for the education of students, parents, and alumni on the ever-changing university curriculum; working directly with the offices of admissions, registrar, computer services, and academic departments; collecting data on various aspects of the programs offered; developing promotional materials and brochures needed to support the university's mission; communicating with two-year and other four-year universities to enhance recruiting and retention efforts; perform other duties as assigned by the Vice President for Academic Affairs.

Other Specifications: Interact with university administrators, The Texas State University System, Texas Higher Education Coordinating Board, other universities, national advising associations, national and international educational agencies. This position may be designated as a Campus Security Authority (CSA).

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.

