Title: Director Academic Student Advising  
Pay Scale Group: 20

Description Summary

Under general supervision from a designated higher level administrator provide direct oversight in the administration of a student advising program(s) and is responsible for planning, policy and results.

Characteristic Duties

Responsible for development, implementation and administration of goals to achieve strategic student advising's mission and objectives; assume management responsibility for advising programs and priorities associated with student success and retention; decisions and quality of execution have significant impact and influence service delivery at an academic college level.

In collaboration with University Advising, formulate, recommend, and implement policies, procedures, and controls; manage processes to increase student support and advance service levels; responsible for policy execution and results that enrich the student experience; formulate and communicate major policy changes affecting students and university partners; and participate in cross-functional policy development.

Responsible for coordinating college advising program(s) in which decisions and quality of execution have significant impact on students and the university; assist with student affairs issues.

Responsible for collaborating efforts with administrative and academic units and acts as liaison between the student, parent, college, student affairs and other appropriate business partners; communicate and assist students, parents, business partners resolve questions and complex issues; represent the university internally and externally.

Develop, implement and monitor budget; authority for budget, revenue and expense planning and approving expenditure; has signature authority as "accountable officer" for programs within area of responsibility; reports on budget status to higher level administrator.

Prepare reports, disseminate/interpret information, provide advice, deliver presentations, and ensure that all programs and services comply with university policies and state/federal regulations.

Provide administrative leadership and supervision to managers, professionals and support staff; hire, orient, train, mentor and evaluate assigned staff; monitor and coordinate staff development and training programs.

Serve on university, college and departmental committees and represent the department at various state and national associations.

Perform related duties based on departmental need.

Minimum Qualifications

Master's degree in a related educational program, student affairs administration, counseling, or other related field with five (5) years experience; -OR-Bachelor's degree with seven (7) years experience; -OR- Associate's degree with nine (9) year's experience; -OR- eleven (11) years experience. Experience must be related to areas of responsibilities and include progressively responsible administrative experience.

Updated 8-20-14