

Director of Academic Advising/Counseling

Duties and Responsibilities:

The Director of Academic Advising/Counseling is responsible for coordinating the advising/counseling activities of Southwest Texas Junior College and reports to the Vice-President of Admissions and Student Services. The specific responsibilities of the position are as follows:

1. Coordinates and implements the advising/counseling initiatives in Estudios.
2. Responsible for conducting trainings and updating advisors and counselors of academic advising policies and procedures.
3. Responsible for assigned student caseload and Student Planning instruction.
4. Responsible for documenting all student contacts in Estudios.
5. Assist with registration at both on and off campus sites.
6. Counsels and advises students on matters of admissions, academics, careers, transfers pathways, and personal matters.
7. Responsible for VCT registration and follows guidelines outlined by Virtual College of Texas.
8. Conducts New Student Orientation academic interviews.
9. Assist the Admission's Office in evaluating transfer transcripts.
10. Assist with Graduation Certification, VA Certification, and Financial Aid Appeals.
11. Participates in both on and off campus activities (College Day, Fall Fiesta and Crossroads).
12. Maintains counseling and advising website.
13. Responsible for annual UPA and Key functions.
14. Responsible for advising and counseling budget.
15. Serve on various campus committees (SOC, CAS, and Testing)

16. Carries out duties as assigned by Vice-President of Admissions and Student Services.
17. Lifts, carries, drags, holds, push or pulls up to 20 pounds of materials or related equipment.
18. Maintain hours established by the college as assigned by immediate Supervisor/Dean and adhere to college lunch and break policies.
19. Follow required rules, regulations, and safety procedures as outlined in the college employee handbook.
20. Perform all other functions as assigned by immediate Supervisor/VP for efficient operation. Work rules, codes of conduct, and other policies are part of the essential functions of the job.