

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Director of Advising	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Student Services	<b>REPORTS TO:</b>	Vice President of Student Services
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**Position summary:** The Director of Advising offers leadership in formulating and delivering comprehensive services in support of student success. The position takes charge of organizing all aspects of all advising, college navigation, transfer coordination with universities and other schools. The Director will be expected to provide training to all advisors with a holistic, proactive, and milestone touchpoints concept to improve the student journey. The Director will assist Admissions with evaluation of transcripts and transfer of classes to improve student completion. The Director will be member of the Pathways Committee to help align Panola College with the Pathways to Success for the State of Texas. This position reports directly to the Vice President of Student Services, keeping him/her abreast of all planning, organizing, staff and development of Panola College's advising activities.

**Position responsibilities:**

- Coordinate institutional policies and procedures for advising and develop training of all advisors on all campuses, including faculty advisors to make sure they are trained and have access to completely advise and register students
- Remains current in the advising profession including federal and state regulations and College policies and procedures. Attend and provide professional development to assist each person in their position.
- Remain current with trends and best practices regarding student retention and works closely with faculty to improve student success. Utilize and help IT download the proper student/students in Dropout Detective to the advisors and make sure advisor/advisors are responding to alerts to help improve student success.
- Setup annual updates with programs in order to update advisors of any changes and make sure all advisors are trained.
- Provide training of academic plans for Financial Aid
- Streamline the advising process where all students are getting the same information, documentation, and resources of each advising session. Allow for cross training and transparency of the advising process so if a student has to see another advisor, the information will be accessible to all advisors
- Provide an advising toolkit enabling all advisors to know the holistic advising process. Toolkit should contain, but not limited to, information for advisors to be able to review admissions process of students, Pathways for each major and program, TSI requirements and information, discuss class schedules, campus resources, community resources, academic assistance, transfer guides for universities, and career information.
- Support advisors in all aspects of their duties.
- Develop, manage, and implement advising appointment system which is also working with the staff in student services that receives the calls and initiates most contact with walk in students
- Divide the advising process for student services advisor by major and track the numbers to keep fair for advisor work load
- Assist with the development of technology in order to work efficiently for the advising process and tracking students through the Pathways to completion
- Utilize and explore technology options to continue to be innovative and efficient for student success.
- Work with the Instructional Council to complete transfer guides to universities and colleges to help create a seamless transition for our students and provide this information to our advisor
- Work with Registrar and Instructional Council to review transfer policies and procedures with a view toward making transfer of credit easier for students while continuing to honor their obligation to maintain academic quality and integrity, which has been a directive of SACSCOC.
- Plan and setup University transfer recruiting visits to Panola College
- Create a checklist to give to students in their first semester with Panola for intended transfer to a university
- Work closely with Registrar's Office and advisor to track students towards completion and utilize technology to review this process to assist with House Bill 8
- Work closely with Registrar and Instructional leadership to ensure sound interpretation of Texas Success Initiatives (TSI) and course placement guidelines. Ensure all college personnel and other college staff understand and comply with the placement guidelines.
- Work closely with the Registrar to evaluate and update all forms required for student's registration, designation of major, and add/drop system.
- Work closely with the Director of Dual Enrollment to help students transition from high school to full-time college students.
- Assist and help with recruitment of students by providing innovative ideas.
- Coordinate career and transfer fairs each year. Communicate to engage all programs on campus to be included in this process as well as community programs and departments.

- Work closely with the Director of Dual Enrollment to organize high school counselor and/or principal meetings, appreciation luncheons, training workshops
- Establish, foster, and maintain solid working relationships with counselors and other professionals at area high schools and universities to accomplish the goals for Panola College of helping our students
- Oversee and update Panola College's online and face-to-face orientation process
- Review, update, and ensure the accuracy of information in the College Catalog, Pathfinder, class schedules, and website pertaining to advising, transfer, academic support, student resources and other aspects in Student Services.
- Work with Registrar's Office to evaluate transfer transcripts and review
- Be willing to travel to professional development opportunities, some will be overnight
- Be able to advise and register students when needed to help the advising team.
- Develop, maintain, track, and review budget and Institutional Effectiveness process throughout each year
- Serve on assigned committees
- Support the philosophy and mission of the College.
- Perform all other duties as assigned.

#### **Minimum Position Requirements:**

- Master's Degree required.
- Minimum of 4 years' experience in education

#### **Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- A strong public service orientation to work well with faculty, staff, and students.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills.
- Budgetary skills.
- Ability to work with a diverse team in a fast-paced environment.
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

#### **Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/residence work environment.
- Physical effort required for moving furniture in residence halls and packages.
- Travel required several times a year for professional development and SGA Region and State meetings.