

| Job Level | Director of Advising | Proj/Prog Management Level III |
|-------------------------------|---|--|
| Oversight Received | <ul style="list-style-type: none"> * The Director of Advising is responsible for the large scale strategic visioning, supervision, administrative and budget oversight, designing programs, and evaluation of Undeclared student advising which averages (approximately 2700 students per year) and Health Profession Advising (25% of incoming freshmen express interest). * This position provides leadership for campus-wide support for advisors to implement student success initiatives that promote student retention and graduation, share university updates that pertain to advising, and provide resources such as training and websites. * Reports to the Executive Director of the Collaborative for Student Achievement. | <ul style="list-style-type: none"> ▪ Complete autonomy in work approach |
| Problem Solving | <ul style="list-style-type: none"> * Develop a strategic plan to accomplish each unit's mission and goals, gather assessment data, implement improvements, develop new programs based on data, and compile a summary report on an annual basis. * Regularly evaluate processes and programs to determine effectiveness, efficiency, clarity in job roles, and opportunity for advancement and professional development among staff. * Promote best practices in advising guided by national literature, be informed of pertinent institutional data, and develop learning outcomes. * Assess advising learning outcomes with data collection from students and other stakeholders. Utilize this data to determine new strategies to enhance services and programs. * Be a campus leader in promoting the integration of new technology systems, responding to the challenges of changing to new systems, and advocating for system capabilities that best meet the needs of ASC's/advisers. * Serve on the University Committee for Academic Advising; the Student Affairs Directors meeting; the Student Achievement Director's Meeting; and on the Admissions Advisory Committee. | <ul style="list-style-type: none"> ▪ Develops processes and recommendation on analysis, project identification, design, communication, and integration for programs that require advanced technology or complex concepts ▪ Develops processes, and is able to modify for unique conditions ▪ Directs University-wide programs, initiatives, or projects |
| Interaction/ Communication | <ul style="list-style-type: none"> * Develop partnerships, relationships, and collaborations with academic affairs and student affairs offices and departments across campus. * Represent the units by meeting with campus partners and administrators to advocate and advance new initiatives and policies in service to students. * Collaborate with the Career Center on programming and services for undeclared and health profession students, and provide leadership in building greater collaboration and integration of academic and career advising across campus. * Directly supervise, including hiring, training, and evaluating, two full time administrative professional staff including an Associate Director of Undeclared Advising and an Assistant Director of Health Professions. * Develop and lead meaningful undeclared and health professions advisor meetings and retreats in collaboration with the Associate and Assistant Directors, provide professional development opportunities for staff, and engage staff in campus wide involvement. | <ul style="list-style-type: none"> ▪ Provides advanced professional/technical leadership consultation and University-wide expertise within program area of focus ▪ Single point of contact for a large program or a portfolio of projects or programs ▪ Inspires and mentors other Project Managers |
| University Impact | <ul style="list-style-type: none"> * The Director takes responsibility for building a positive culture around advising, developing and promoting effective advising practices guided by best practices, assessing learning outcomes and institutional data. Additionally, the Director supports unit growth and enrichment that align with the University's Strategic Plan, diversity goals, Principles of Community, and Student Success Initiatives. | <ul style="list-style-type: none"> ▪ Impact of programs is long-term duration involving large-scale initiatives ▪ Program participation tends to be required |

| Job Level | Director of Advising | Proj/Prog Management Level III |
|----------------------------------|--|--|
| Financial/ Budget Responsibility | * Take primary responsibility for each unit's budget (\$547,000/ Undeclared Advising and \$215,000/HP Advising) for programs, services, and the dissemination of funding for professional development. Oversee the undeclared student tech fee budget in collaboration with the Associate Director of Technology (\$160,000, tech fees), and the MCAT preparation course for students planning to apply to Medical School (budget – \$49,000). | <ul style="list-style-type: none"> ▪ Defines and manages program budget ▪ Program budget is medium-to- large and complex |
| People Management | * The Director of Advising directly supervises two full time professional staff including an Associate Director of Undeclared Advising and an Assistant Director of Health Professions and the overall management of fifteen full time staff. | <ul style="list-style-type: none"> ▪ May have people management responsibility for pay reviews, performance management, and resource planning |