

# Job Description

Position Title: Director of Student Advising

Job Group: Student Services

Job Level Group: Director

FLSA Status: Exempt

## Position Summary:

The Director of Student Advising directs strategic planning, administration, and coordination of the College's Student Experience Initiatives and Co-Curricular Learning and Assessment. Provides leadership and direction to programs and services and ensures alignment with district vision, mission and goals. Manages special projects and initiatives. Works with internal and external constituencies and community to respond to student needs.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Supervises staff to support College strategic plans. Prioritizes and assigns work, ensures staff training, conducts performance evaluations, and makes hiring, termination, disciplinary recommendations.
2. Oversees the collection of technical data and the preparation of a variety of complex reports, statements, and communications impacting employees, programs, grants, and service providers or vendors. Provides analysis and recommendations.
3. Plans, implements, and evaluates projects and services. Ensures program alignment with the College mission. Incorporates National Academic Advising Association (NACADA) standards and uses standards to develop Academic Advising caseloads.
4. Leads the Student Affairs Co-Curricular Assessment Workgroup. Develops Co-Curricular assessment tools. Provides leadership for co-curricular programming and partnerships.
5. Writes grants or compliance initiatives for student health and wellness activities. Coordinates the Student Affairs, Student Peer Mentor Initiative. Develops and approves travel requests for student Leadership conferences.
6. Provides leadership and oversight for Co-Curricular Programming, Learning and Assessment, and Special Programs.
7. Serves on a variety of internal workgroups. Leads the Student Affairs Co-Curricular Assessment Workgroup. Develops Co-Curricular assessment tools. Serves as a member of Assigned Advising Implementation Teams.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices.
2. Knowledge of advising and counseling practices.
3. Knowledge of business management and fiscal practices.
4. Knowledge and application of various instructional methodologies.
5. Skill in people leadership and supervision.
6. Skill in effective communication (both written and oral).
7. Skill in budget/resource management.
8. Ability to develop and maintain effective and positive working relationships.
9. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.
10. Ability to operate relevant equipment required to complete assigned responsibilities for the position.

## Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

## Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.
- **Institutional Leadership:** Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- **Information and Analytics:** Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Master's degree in Education, Counseling, Leadership, or a closely related field of study required.
  - Five (5) to eight (8) years of related experience required
  - Eight plus (8+) years of related experience preferred
  - Three (3+) years of supervisory experience required
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Some evening or weekend work hours
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License