



University of Houston-Downtown Job Description

Job Title: Assistant Director, Advising
FLSA Category: Exempt
Grade: 25
Job Code: 2337

DUTIES

Job Summary: Advises new, transfer, and continuing students on academic matters. Assist the director of advising with advising issues.

Duties and Responsibilities:

- Advises new, continuing, and transfer students
- Supervises, trains, and evaluates part time professional staff and student workers
- Coordinates and develops training activities for advising staff
- Serves on committees as assigned to represent students and University interest related to academic advising
- Promotes and maintains a student friendly environment that is conducive to student success
- Teaches CSP course
- Manages and maintains accurate advising and retention records

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Advanced/Master's Degree

Experience: Minimum of 3 years

Licenses/Certification: None Required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort: Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk: Work environment involves minimal exposure to physical risks.