



## University of Houston-Downtown Job Description

Job Title: Coordinator/Advisor, Distance Education  
FLSA Category: Exempt  
Grade: 25  
Job Code: 2246

### **DUTIES**

Job Summary: Coordinates and provides oversight for UHD's off-campus and online operations including student recruiting, program schedule development and interface with UHD administrators and departments and with off-campus administrators. Advises and assists current and prospective distance education students in mapping out their education career and meeting their educational goals.

Duties and Responsibilities:

- Advises new, transfer and continuing students on academic matters
- Serves as liaison on behalf of UHD between UHD's distance education programs and the feeder community colleges
- Coordinates and oversees UHD's operations at the off-campus centers, interfaces with the center shared staff to develop and implement center programs and policies, and with UHD students and faculty to trouble-shoot problems as they arise.
- Schedules and organizes recruiting activities
- Understands all courses, co-requisites and pre-requisites offered at the University
- Works with departments and colleges to create the academic class schedule for distance education programs
- Maintains and updates Banner major declaration list
- May evaluate transcripts, create degree plans, and process and verify graduation applications

Marginal Functions: All other duties as assigned

### **REQUIREMENTS**

Education/Experience: Baccalaureate Degree with five (5) years of related experience or Master's Degree in related field with three (3) years of related experience

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.