Position Description
Advising Outreach Coordinator
Student Academic Advising Center
(H-H Title: Student Services Coordinator)

This position is part of a Title III “Strengthening Institutions” grant to improve student retention and graduation rates. This position will coordinate an intrusive advising program, a combination of initiatives aimed to increase the personalized attention students receive, provide peer support, and initiate interventions to address student needs. The program will focus on undeclared and exploratory students and various “at-risk” student populations, in addition to providing outreach to students at-large and collaborating with various academic departments and student services units to enhance student success.

ADMINISTRATION
- Coordinate the Intrusive Advising Program within the Student Academic Advising Center
- Coordinate programs and interventions to support the objectives outlined in the Title III Strengthening Institutions grant
- Recruit, hire, train, supervise, and evaluate a staff of peer advisors
- Oversee pre-advising meetings with peer advisors and advisees related to registration and major exploration
- Facilitate the use of MAPWorks within the unit to ensure students’ concerns are addressed through individual follow-up with advisors and programmatic interventions; serve as office liaison to the MAPWorks stakeholders committee
- Organize workshops and interventions (Back on Track) to assist undeclared students on academic probation in order to support their academic success; provide resources and training for campus advisors to enhance support for students on probation campus-wide
- Oversee the ACCESS (Academic and Career Counseling Enhancing Student Success) program—work closely with academic departments to develop a system to provide support for students who do not meet the academic requirements for the major and need to explore alternatives
- Collaborate with the University Retention Coordinator to support conditionally admitted students in the development of their academic plan
- Assist in the implementation and utilization of AdvisorTrac web-based advising management software
- Collaborate with the Title III implementation and planning committee, and serve as a liaison between committee and SAAC
- Monitor the expenditures of funds related to the grant budget
- Conduct assessment to monitor progress towards objectives outlined in the grant

OUTREACH
Outreach to students and collaborate with faculty and staff:
- Offer ways for First Year Seminar faculty to collaborate with SAAC to meet the learning outcomes related to academic/career planning
- Conduct office hours in the Multicultural Resource Center
• Present programs in the residence halls and student organizations related to advising, registration, and major exploration
• Organize the Majors Fair and other educational workshops
• Coordinate efforts to maintain and enhance outreach through technology (e.g. social media, text messaging, virtual advising, etc.) to improve communication to students
• Serve as a liaison with academic departments and student services units (e.g. Tutoring-Learning Center, Student Involvement and Employment Office, etc.) and collaborate on programs to facilitate student success

ACADEMIC ADVISING
Provide academic advising to undeclared students and students in-transition on an individual and group basis
• Help students define and develop realistic academic and career goals
• Assist students in planning educational programs consistent with their abilities and interests
• Recognize students’ needs and make appropriate referrals
• Monitor progress toward educational/career goals
• Provide information on the advising/registration process
• Maintain accurate and timely student records
• Provide Associate Degree advising
• Provide academic alternatives advising

PROFESSIONAL DEVELOPMENT/SERVICE
• Attend staff meetings and retreats
• Participate in professional development activities in the unit and institution, and through involvement professional organizations
• Participate in university activities and serve on unit/university committees, as appropriate
• Serve as a representative of SAAC within the university and larger community
• Other duties as assigned