PACE Mentoring Coordinator

Job Code 50017478

General Description
This position will supervise the PACE mentoring program and coordinate PACE outreach efforts to undergraduate colleges, including several as liaison to the PACE Faculty Fellows program within Texas State’s Personalized Academic Advising and Career Exploration (PACE) Center.

Examples of Duties
Provide leadership in the implementation of the PACE mentoring experiences.
Articulate the campus vision for PACE and conduct assessment activities to facilitate the continuous improvement of PACE services.
Serve as the coordinator for the PACE Faculty Liaison program and provide administrative support to efforts in this area.
Provide leadership, advocacy and expertise related to faculty and staff mentoring.
Foster a spirit of cross-campus communication and collaboration in support of the PACE initiative.
Support college assessment initiatives in the area of PACE mentoring.
Represent the PACE Director as needed.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University, College and Department Policies and Procedures, degree programs, certificate programs, curriculum and related matters; admissions requirements for the McCoy College of Business Administration; computer software and hardware (email, word processing, student information systems, MAC and PC, MS Office, GATO, SAP, Banner, Online Scheduler, Focus2, and e-portfolio); Texas State catalog.

Skill in: Writing and preparation of clear, concise, grammatically correct complex reports, lists, documentation and assessment programs; develop forms and documents; interacting courteously; problem solving and decision making to advise students according to their needs.

Ability to: Interpret and apply complex written instructions, documentation, policies and procedures; read and understand documentations and memos; research new techniques and new media; understand college, program, department and university academic requirements; compute basic math; explain policies and equipments clearly in individual and group settings; manage
time effectively and work with deadlines; present effective presentations and deliver professional
development; plan, develop and implement complex strategic goals and program initiatives.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and
education that would likely produce the required knowledge, skills, and abilities.

**Preferred Qualifications**
Two-years, full-time experience in mentoring, career services or academic advising in the
university setting. Experience with the Banner Student Information System. College level
teaching experience.

**Other Requirements**