

Director, PACE Advising

Services Job Code 50017479

General Description

This position will lead the transformation of the new advising experience with Texas State's Personalized Academic Advising and Career Exploration (PACE) Center.

Examples of Duties

Articulate the campus vision for PACE and conduct assessment activities to facilitate the continuous improvement of PACE services.

Provide advocacy and expertise related to academic advising.

Foster a spirit of cross-campus communication and collaboration in support of the PACE initiative.

Support campus, college and PACE assessment initiatives in the area of academic advising. Implement and provide professional development in support of the use of technologies enhancing academic advising programs.

Coordinate academic advising professional development on campus within the PACE framework.

Supervise the PACE Academic Advisors Is, IIs and AAI.

Hire, train and generate performance appraisals.

Assist in special projects assigned by the Dean.

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 (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 equipment 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.

Other Requirements