Academic Administration and Student Services Job Duties

☐ Advise students, prospective students, and parents and assistance with academic progress.
☐ Advise administrators, faculty, staff, on curricular matters.
☐ Advise and counsel students on loan debt and loan repayment procedures.
☐ Advise on research proposals, ensuring grant criteria are met.
☐ Advise prospective students who do not meet regular admission requirements of available options.
☐ Advise students, prospective students, and parents on topics related to academic majors and assistance with academic progress.
☐ Approve course majors for each semester.
☐ Arrange for classroom instructional and equipment needs.
☐ Assist in conducting assessment activities.
☐ Assist principal investigator to ensure appropriate documentation is submitted.
☐ Assist students in accessing accommodations through counseling and coordination of academic support services.
☐ Assist students in finding a solution to problems relating to registration and records issues.
☐ Assist students in identifying their needs for school and classes.
☐ Assist students in legal matters including; landlord/tenant law, criminal law, family law, immigration law, contract law, employment law, and insurance law.
☐ Assist students in resolving registration problems.
☐ Assist students with registration and schedule changes.
☐ Assist students with taking initiatives to better prepare for their career choice.
☐ Assist with grant writing.
☐ Attend high school or community college career days to provide preliminary advising and give group presentations.
☐ Certify eligible students with disabilities for appropriate academic accommodations.
☐ Coach athletes regarding the fundamentals, strategies, and nuances of the game.
☐ Collaborate with faculty on content generation and coach the faculty in the design process.
☐ Conduct assessment of student retention/academic support program.
☐ Conduct group counseling with students.
☐ Consult with faculty, staff, parents, students regarding students with adjustment and psychological problems and regarding personal and professional issues.
☐ Coordinate and administer scholarships.
☐ Coordinate and direct the planning and assessment process.
☐ Coordinate campus visits and background searches of potential student athletes.
☐ Coordinate departmental academic advising with faculty members.
☐ Coordinate disciplinary counseling of students and residents on personal issues.
☐ Coordinate scheduling of classes, labs, special functions, and office space.
☐ Coordinate the review and evaluation of scholarship applications and make award recommendations.
☐ Coordinate, plan, and prepare for advising sessions.
☐ Counsel students and parents on the admission requirements and procedures.
☐ Counsel students and parents relating to financial aid issues.
☐ Counsel students on academic eligibility.
☐ Disseminate information about course offerings and policies and procedures.
☐ Evaluate programs and services.
☐ Explain admissions and registration policies.
☐ Interact with parents, students, faculty, and other customers.
☐ Monitor academic progress of student athletes to ensure eligibility requirements.
☐ Negotiate assignment and reassignment of rooms to students and/or student organizations.
☐ Participate in University efforts toward recruitment and retention.
☐ Perform other duties as assigned
☐ Prepare admission packets for advisers.
☐ Prepare and submit grant proposals for external funding.
☐ Provide academic advising.
☐ Provide career counseling to majors within an academic unit.
☐ Provide counseling and advisement concerning academics, financial aid, cultural issues, involvement, development, employment, identity, and social concerns and counseling for targeted students.
☐ Refer students to appropriate sources of help.
☐ Respond to inquiries from parents and students, faculty and staff.
☐ Review admission recommendations from department and determine acceptability.
☐ Review and approve graduate instructional assistant and graduate research assistant PCRs.
☐ Schedule testing rooms.
☐ Supervise and assist in entering/updating student data.
☐ Visit with prospective students in the college selection process and explain higher education admission policies.
☐ Write grant proposals for further research.

For additional assistance please contact performancemgmt@txstate.edu or 512.245.2557. This information is available in alternate format upon request from the Office of Disability Services.