Supervisor, Enrollment and Advising

Job Code 50018431

General Description
Responsible for supervising enrollment of the RRC courses, monitors course offerings and enrollment to insure proper course sequences.

Example of Duties
Hire, supervise, schedule, train, and evaluate academic advisors. Serve as primary representative for Texas State RRC at recruiting events. Insure all Student Services PowerPoint presentations remain current and serve as lead presenter at various events. Serve as RRC representative in SM meetings to ensure the needs of the RRC are met by the Banner capabilities and continue with updates and modifications.

Knowledge, Skills, and Abilities
Knowledge of: UPPSs; computer word processing, spreadsheets; RRHEC database; curriculum programs and courses; basic math.

Skill in: Effectively communicating with others; working as a team member; interacting courteously with often hostile members of the public; negotiating; organizing; supervising; marketing; in public speaking; budgeting.

Ability to: Understand written instructions, legal and technical documents, and policies and procedures; prepare clear, concise, and grammatically correct correspondence and publications.

Education and Experience
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
Bachelor’s Degree or higher
At least one-year experience advising students in higher education.