

Job Description

Position Title:	Advising Coordinator		
Business Unit:	Office of Student Success/Enrollment	Status:	Full-Time Salary (Exempt) Title V Student Success Grant
Reporting to:	Project Director	Salary Range:	

Background:	<p><u>University Overview</u></p> <p>Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree-granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u></p> <p>Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u></p> <p>The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."</p>
Position:	<p>The Advising Coordinator plays a crucial role in supporting student success by providing comprehensive advising services to new incoming students and returning students, including freshmen and transfer students. Forming part of the Enrollment and Office of Student Success teams, the Advising Coordinator will be responsible for the following:</p>

<p>Responsibilities:</p>	<ol style="list-style-type: none"> 1. Advising of all incoming & returning students: Facilitate advising sessions for all new incoming and returning students throughout the year to include academic planning, major exploration, ensuring they are well-informed about academic policies, degree requirements, and available support services. 2. Summer Advising: Provide advising and support services to new incoming students, returning students and transfers during the summer months, assisting them with course selection, registration, and orientation to ensure a smooth transition to college. 3. Transfer Advising: Advise incoming transfer students on academic requirements, credit transfer processes, and course selection, guiding them through the transition to the institution and helping them develop an academic plan aligned with their educational goals. 4. Attendance at Weekly Office of Student Success Meetings: Participate in weekly meetings with the Office of Student Success team to collaborate on student success initiatives, share updates, and discuss strategies for supporting student retention and persistence. 5. Attendance of selected Student Academic Probation meetings to assist in student wraparound students and facilitate any advising needs. 6. Assist in the coordination of Enrollment/OSS activities (example: CORE/Freshman Orientation Week, etc.). 7. Assist in registering students during registration events. 8. Utilize appreciative advising. 9. Once a month check-in with advisors/faculty to share announcements and provide support. 10. Assist registrar with upkeep of Curriculum Guides and facilitate communication and timely updates with Dept Chairs. <p><u>Other Responsibilities</u></p> <ul style="list-style-type: none"> ▪ Duties as assigned
<p>Requirements:</p>	<p><u>Primary Requirement</u></p> <p>Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.</p> <p><u>Other Requirements</u></p> <ul style="list-style-type: none"> • Bachelor's degree in Education, Psychology/Counseling, Student Affairs, or related field. (Master's degree preferred)

	<ul style="list-style-type: none"> • Prior experience in academic advising, enrollment management, or student services preferred. • Knowledge of higher education policies, procedures, and regulations related to admissions and student advising. • Strong interpersonal skills and ability to build rapport with students from diverse backgrounds. • Excellent communication and presentation skills. • Ability to work independently and collaboratively in a fast-paced environment. • Proficiency in student information systems and advising tools. • Commitment to student-centered advising practices and fostering student success. • Other duties as assigned.
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Knowledge of advising practices and principles. • Knowledge of university curriculum requirements. • Ability to formulate plans; determine program direction; and evaluate services effectively. • Skill in both verbal and written communication. • Ability to work with a team.
Work Conditions & Environment:	<p>Job Conditions: Computer use, Fast-paced work, Fluent in speaking, reading, and writing English.</p> <p>Occasional: Working on weekends</p> <p>Environment: Frequent: Indoor. Occasional: Outdoor, Wet/Dry Conditions, Cold/Heat (due to retreats, travel or camping) and Noise/Vibrations.</p> <p>Work Hours: Monday-Friday (40 hours/week)</p>
<p><i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i></p> <p>Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.</p>	