



**DATE ISSUED:** 05/09  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Coordinator, Undergraduate Studies

### **JOB SUMMARY**

Coordinates academic staff participation in recruitment events; coordinates and supports retention initiatives, and conducts university-wide staff training when needed for implementation of undergraduate policies and procedures. Work is performed independently under limited supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policy & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Associate Vice President for Undergraduate Studies

*Supervises:* May supervise clerical support staff

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Coordinates academic staffing for recruitment events such as orientations, open houses, and major fairs in collaboration with other university offices.  
Coordinates and participates in the advising of undecided students.  
Assists with state and local placement testing requirements.  
Assists academic components in developing retention plans.  
Conducts training sessions (individual and/or workshops) for advisors and other personnel to implement undergraduate policies and procedures and to assure consistency across the university in application of current state and local rules.  
Develops and maintains current guidelines, handbooks, and tools for new student advisors and other advisors.  
Serves on campus committees and task forces as assigned.

***ADDITIONAL DUTIES***

Establishes and maintains contact with various academic components to clarify and document departmental expectations.

Supports retention efforts and promotes solid working relationships with students, staff, and faculty.

Participates in training workshops for faculty advisors.

Performs other duties as requested.

***EDUCATION***

Bachelor's degree required; Master's degree is preferred.

***EXPERIENCE***

Minimum of three years of higher education experience including leadership activities within an academic setting is required.

***REQUIREMENT***

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

Knowledge of teaching strategies for freshman seminar and developmental education; understanding of interpersonal relations in a university setting; research techniques for gathering and interpreting factual information; basic principles and practices for academic advising.

Knowledge of software and online instructional programs.

Knowledge of office practices and methods, of university electronic programs, and of university programs, policies, and practices.

Ability to rapidly acquire a working knowledge of the TWU policies and organization; ability to interpret and apply program rules and regulations; reason logically, draw valid conclusions and make appropriate recommendations; ability to participate in and contribute to group meetings, conferences, and interviews.

Ability to communicate promptly, strategically, and effectively, orally and in writing.

Ability to successfully train others and adapt training to needs of the trainees; ability to present clear and concise information orally and in written reports; establish and maintain cooperative working relationships with faculty, staff, students; work effectively and interdependently in a diverse university environment; interpret and apply federal, state, and university policies and regulations.

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Ability to use initiative and resourcefulness in work assignments and in implementing long-range improvements.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to use electronic resources to effectively support advising and student progression to degrees.

Ability to represent the academic unit and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

### **WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing this job, the employee may be required to travel.

### **SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***