

<b>Job Title</b>	Academic Advisor III
<b>Employer/ Agency</b>	University of Houston Graduate College of Social Work
<b>Job Description</b>	<p>Directs and coordinates the academic advising activities of a college or major educational office.</p> <p>Directs, implements and evaluates advising activities for a college or major office. Interprets and communicates academic policies and procedures to faculty, students and staff. Coordinates and supervises the mailing of all letters of recommendation to professional schools and maintains statistics on the number of students entering professional school. Conducts career counseling workshops and provides advise on field of study. Participates in class schedule development and registration tasks, including problem enrollments, drop/adds, and so forth. Supervises the compilation and analyses of data and the preparation of related management reports. Acts as liaison with University administration and faculty on academic matters. Performs other job-related duties as required.</p>
<b>Qualifications</b>	<p>Masters and 1 year experience</p> <p>Requires application of advanced principles, techniques and theory in a professional discipline or a thorough general business management knowledge. Knowledge of this level is typically obtained through a directly job-related Master's degree or equivalent formal training in a recognized field of specialization that is directly related to the type of work being performed. Requires a minimum of one (1) year of directly job-related experience.</p> <p>Additional job description details -- Coordinate Licensing Prep Courses and other preparation for licensure. - Prepare students for graduation and transition into workforce. - Co-chair college commencement event. - Support other programming and student events throughout the year including Orientation. - Participate in planning meetings for course scheduling. - May serve on the admissions and other college committees.</p> <p>Additional Posting Information</p> <p>Department is willing to do experience in lieu of education.</p> <p>Department is willing to do education in lieu of experience.</p> <p>This position may be eligible for Alternative Work Arrangements.</p>
<b>Salary/Hours</b>	3,881.00 - 5,047.00
<b>Application Method</b>	<a href="https://uhs.taleo.net/careersection/ex1_uhs/jobdetail.ftl?job=STA011549&amp;lang=en&amp;sns_id=gmail">https://uhs.taleo.net/careersection/ex1_uhs/jobdetail.ftl?job=STA011549&amp;lang=en&amp;sns_id=gmail</a>
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.