



Proposed Agenda Item
Board of Trustees Meeting

Date of Board Meeting: 11-17-20 Date of This Proposal: 10-26-20

SUBJECT: Re-organization of Academic Advising & Counseling Department

RECOMMENDATION: Approve Re-organization of Academic Advising & Counseling, effective immediately

BACKGROUND/RATIONALE: The request is to approve re-organization of advising and counseling by creating a new Director of Academic & Career Advising position and revising the position of Director of Academic Advising & Counseling into the Director of Counseling & Disability Services (no salary change).

With the acquisition of the Title V HSI Grant and creation of a new Advising and Career/Transfer Center (Center), it is imperative to integrate the grant goals with current advising practices. To promote this integration, key personnel need to collaborate closely and work as a cohesive team. Thus, three Wharton advisors will move their office location from the Pioneer Student Center to the new Advising and Career/Transfer Center. In addition, a new supervisory position, Director of Academic & Career Advising, will oversee implementation and integration of Center support services. The director position will be funded from current salary in the FY21 budget by combining the two Sugar Land and Richmond Campus Director positions into one campus director position.

Additionally, the current Director of Academic Advising & Counseling position will change to Director of Counseling & Disability Services. The separation of academic advising duties from the current Director of Academic Advising & Counseling position to the new Director of Academic & Career Advising provides an opportunity to strengthen mental health awareness and support programs. The revised director duties will focus on programming required for compliance with Clery Act and Violence Against Women’s Act (VAWA), as well as providing wellness programming, mental health counseling and crises management for all students. Moreover, counselors will oversee an Academic Recovery program tied to the QEP, *Choose, Connect, Complete*.

Estimated Cost and Budgetary Support (how will this be paid for?): \$64,735 - \$71,402 FY21 Budget

RESOURCE PERSON(S) [name(s) and title(s)]: Lindsey McPherson

SIGNATURES:

Lindsey McPherson	<small>Digitally signed by Lindsey McPherson DN: cn=Lindsey McPherson, o=WJCJC, ou, email=mcphersonl@wcjc.edu, c=US Date: 2020.10.26 14:17:07 -05'00'</small>	Date
Originator	Leigh Ann collins	<small>Digitally signed by Leigh Ann collins DN: cn=Leigh Ann collins, o=WJCJC, ou=VPL, email=lacollins@wcjc.edu, c=US Date: 2020.10.26 14:51:31 -05'00'</small>
Cabinet-Level Supervisor		<u>10/27/2020</u>
		Date

PRESIDENT'S APPROVAL:

	<u>10-27-2020</u>
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**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Director of Academic & Career Advising	FLSA: Exempt GRADE: CA 10
LOCATION: Wharton Campus	EFFECTIVE DATE: October 8, 2020 REVISION DATE: October 9, 2020
REPORTS TO: Dean of Student Success	

PURPOSE AND SCOPE:

The Director of Academic & Career Advising is responsible for developing and implementing a comprehensive academic and career advising services system for all students of the College.

ESSENTIAL JOB FUNCTIONS:

1. This position coordinates all advising activities and works closely with the Dean of Student Success (DSS), the other Vice Presidents, Registrar’s Office, and other college departments.
2. This position oversees, plans, and provides a comprehensive program of services for students regarding educational goal development and attainment, career advising, creation of retention programs, and development of student success programs.
3. This position oversees academic and career development needs of students through campus programming and supervision of the Advising and Career/Transfer Center (Center) staff.
4. This position is expected to maintain current knowledge regarding all college programs, transfer information to other colleges, all Wharton County Junior College (WCJC) scholarship programs, course placement through holistic advising and test score assessment, and a basic understanding of financial aid.
5. This position is responsible for researching and developing best practices for academic advising, career development, retention programs, and student orientation, including on-line services, and recommending new initiatives to meet students’ needs to facilitate a successful transition to college.

6. This position is responsible for establishing a process to electronically track and maintain student records of academic advising for all students.
7. This position regularly and systematically evaluates academic advising and career development services and makes recommendations for improvement.
8. This position represents the College as a liaison to the National Academic Advising Association (NACADA) and by participating in various professional organizations and conferences as related to academic advising and career development.
9. This position serves on various college committees to acquire input in the development, refinement, and updating of college academic support procedures.
10. This position promotes professional development for those college employees responsible for academic advising and/or career development.
11. This position works with the Dean of Student Success to develop an annual budget for advising and career development.
12. This position performs other duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

The position of Director of Academic & Career Advising requires a Master's degree in psychology, counseling, student development, educational leadership or equivalent. This position requires two (2) years experience in academic advisement and career development, or student life programming in higher education. This position requires skills in interviewing and advising students. The incumbent in this position must be computer literate with knowledge of Microsoft Office Products. This position requires superior organizational, oral, and written communication skills, the ability to make sound independent decisions, and work with minimal supervision. This position requires the ability to deal extensively and effectively with a wide variety of individuals requiring excellent interpersonal skills, listening skills, and communication skills in order to assist students in achieving their academic goals. The person in this position must be able to provide continuous courteous customer service to students, parents, the community, staff, and administration. Occasional evening and weekend work hours will be included in the position. The incumbent in this position must function effectively to achieve the College goals and mission. A criminal background check is required.

SUPERVISION OF OTHERS:

The Director of Academic & Career Advising is responsible for supervising academic advisors and Center staff.

SUPERVISION AND DIRECTION RECEIVED:

Initials

The Director of Academic & Career Advising is responsible and accountable to the Dean of Student Success for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

The equipment used by the Director of Academic & Career Advising is a PC workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

External Contacts: The Director has external contacts with the community and local, state, and federal agencies.

Internal Contacts: The Director has internal contacts with administrators, faculty, and staff as necessary to provide or obtain information to carry out the general functions of the position.

COMPLEXITY/EFFORT:

This position involves ability to work with minimal supervision and maintain confidential information. This position involves attention to detail and accuracy and requires sufficient manual dexterity to prepare reports, graphics, and search databases. Organizational skills that allow work on a number of projects simultaneously and prioritize effort, and supervision of the assigned staff is required. This position requires collaborative work effort with external and internal customers in a collegial atmosphere. The incumbent must have the ability to handle emergency situations. A high degree of judgment, tact, diplomacy, poise, and discretion are required to maintain a professional working relationship with the general public, accreditation groups, and the College. A demonstrated commitment to the mission of a comprehensive community college and its students is vital. The incumbent in this position must function effectively to achieve the College goals and mission.

WORKING CONDITIONS:

Work by the Director of Academic & Career Advising is performed primarily in a climate-controlled open office environment shared with others with computers with minimal exposure to safety hazards. Travel and occasional use of a personal vehicle is required. Job duties require little physical effort with light lifting required for filing and shredding and an exposure to natural atmospheric conditions such as dirt and dust, etc.

LAST MODIFIED: October 9, 2020

Initials

Employee's Signature

Date

Supervisor's Signature

Date

Initials



**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Director of Counseling & Disability Services	FLSA: Exempt GRADE: CA10
LOCATION: Sugar Land Campus	EFFECTIVE DATE: July 1, 2009 REVISION DATE: October 8, 2020
REPORTS TO: Dean of Student Success	

PURPOSE AND SCOPE:

The Director of Counseling and Disability Services is responsible for developing and implementing a comprehensive counseling and disabilities services system for all students of the College.

ESSENTIAL JOB FUNCTIONS:

1. This position promotes the personal development and psychological well-being of students by providing counseling on an individual or group basis.
2. This position provides effective and appropriate services by planning, organizing and implementing counseling, training, and educational outreach programs.
3. This position ensures that the needs of students are addressed in emergency situations by coordinating and/or providing crisis intervention services during office hours and after hours, as needed.
4. This position is responsible for maintaining accurate counseling records and for the supervision of counseling staff.
5. This position oversees, plans, and provides a comprehensive program of services for students with disabilities and works in accordance with the Americans with Disabilities Act.
6. This position is responsible for establishing a process to electronically track and maintain student records of ADA services provided for students with disabilities.
7. This position regularly and systematically evaluates counseling and ADA services and makes recommendations for improvement.

8. This position promotes professional development for those college employees responsible for counseling and disability services.
9. This position works with the Dean of Student Success to develop an annual budget for counseling and ADA services.
10. As requested by the dean, this position assists with student services activities such as recruiting, Career Days, presentations to public school classes and community organizations, on campus visits by prospective student groups, new student orientation programs, wellness education, interventions for students on probation or suspension, transfer programs, academic success workshops, academic advising, and retention programs.
11. This position must remain competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development seminars, and attending training and/or courses as required by the Dean of Student Success and obtaining Continuing Education Units (CEUs) as required by state licensing and regulatory boards.
12. This position performs other duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

The position of Director of Counseling and Disability Services requires a Master's degree in counseling and guidance, psychology, or social work. This position requires two (2) years experience in counseling in a college environment. The incumbent in this position must be a Licensed Professional Counselor and be computer literate with knowledge of Microsoft Office Products. This position requires strong organizational skills, the ability to make sound independent decisions, and work with minimal supervision. The incumbent in this position must function effectively to achieve the college goals and mission. A criminal background check is required.

SUPERVISION OF OTHERS:

The Director of Counseling and Disability Services is responsible for supervising counselors and the Disability Services Coordinator.

SUPERVISION AND DIRECTION RECEIVED:

The Director of Counseling and Disability Services is responsible and accountable to the Dean of Student Success for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

Initials

EQUIPMENT USED:

The equipment used by the Director of Counseling and Disability Services is a PC workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

External Contacts: The Director of Counseling and Disability Services has external contacts with the community and local, state, and federal agencies.

Internal Contacts: The Director of Counseling and Disability Services has internal contacts with administrators, faculty, and staff as necessary to provide or obtain information to carry out the general functions of the position.

COMPLEXITY/EFFORT:

This position involves ability to work with minimal supervision and maintain confidential information. This position involves attention to detail and accuracy and requires sufficient manual dexterity to prepare reports, graphics, and search databases. Organizational skills that allow work on a number of projects simultaneously and prioritize effort, and supervision of the assigned staff is required. This position requires collaborative work effort with external and internal customers in a collegial atmosphere. The incumbent must have the ability to handle emergency situations. A high degree of judgment, tact, diplomacy, poise, and discretion are required to maintain a professional working relationship with the general public, accreditation groups, and the College. A demonstrated commitment to the mission of a comprehensive community college, students, and students with disabilities is vital. The incumbent in this position must function effectively to achieve the college goals and mission.

WORKING CONDITIONS:

Work by the Director of Counseling and Disability Services is performed primarily in a climate-controlled open office environment shared with others with computers with minimal exposure to safety hazards. Travel and occasional use of a personal vehicle is required. Job duties require little physical effort with light lifting required for filing and shredding and an exposure to natural atmospheric conditions such as dirt and dust, etc.

LAST MODIFIED: October 8, 2020

Employee's Signature

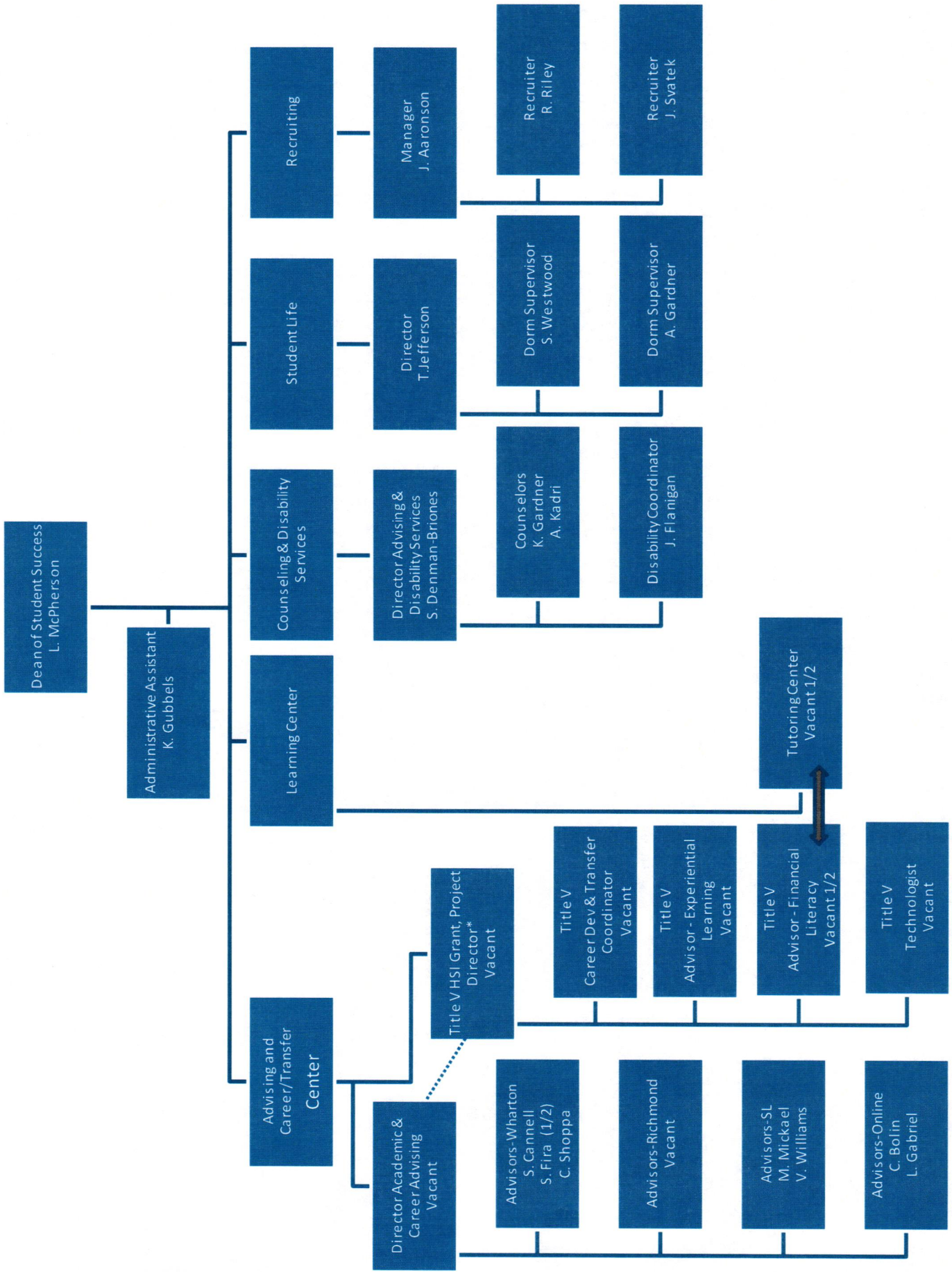
Date

Initials

Supervisor's Signature

Date

Initials



* Provides direct updates to President McCrohan as needed and maintains a strong, collaborative relationship with the Director of Advising