



Trinity Valley Community College

Job Description

Director of Student Pathways

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Responsible for supervising the advisement and career centers. Develop and implement outcome driven efforts designed to help students identify their educational and career goals, then establish efficient pathways for them to achieve those goals. Responsible for designing and implementing programs to ensure all students continue progressing toward their goals and intervene when appropriate.

REPORTS TO:

AVP of Enrollment Management/Registrar

SUPERVISES:

Student Pathways department

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Bachelor's degree

PREFERRED:

Master's degree

EXPERIENCE REQUIRED:

Minimum of three (3) years' Student Services experience working with career services, college recruitment, academic advising, student life, student retention and success programs or other related fields

PREFERRED:

Supervisory experience in a Student Services area

OTHER LICENSES OR CERTIFICATIONS:

LPC preferred

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Bookkeeping
- Basic Math
- Leadership/ Management
- Attention to detail
- Time management
- Organization
- Federal Regulations and Directives
- Operational Systems and procedures
- Budget and accounting principles
- Compliance Law
- Administrative practices
- Advertising/Marketing practices

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Create and implement advisement systems that provide students clear goals and well-defined pathways to achieve those goals consistent with their career objectives.

All TVCC positions are security sensitive and require a criminal background check.



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- Create and implement advisement systems that provide students with continual coaching support.
- Create and implement advisement systems that provide students with exposure to career possibilities so they can make better-informed decisions about the goals they set and the pathways they follow.
- Create matrices for measuring advising outcomes.
- Work closely with all departments to ensure programs are seamless and consistent.
- Other duties as assigned by appropriate supervisory personnel.
- Facilitate annual service area counselor update
- Maintain knowledge of Colleague/ERP updates and programs to better serve advising office to include all pathways team budgets and office timesheet approval.
- Monitor and update Career Coach as needed for advising office to assist students with pathways.
- Attend annual Carter Coach Convention.
- Pathways Advisor Board-Attend semi-annual board meetings, prepare grants, and implement change as needed for department/campus growth.
- Maintain membership with Hispanic initiative.
- Attend C&I updates.
- Responsible for colleague data entry to include degree plan updates and new pathway additions.
- Disseminate data/information to satellite campus advisors as directed by AVPs.
- Attend nursing selection process.
- Collaborate with VPI and AVPs concerning schedule planning, calendar, catalog, and additional needs for removing student barriers.
- Collaborate with Workforce AVP and Workforce Advisor.
- Collaborate with Director of dual credit and recruiting office to provide seamless transition for students.
- Meet with division chairs to maintain an open line of communication in helping student achieve success.
- Attend scholarship presentations as requested by President and/or VPSS.
- Attend all graduation ceremonies.
- Provide coaching staff and performance group sponsors with timely and appropriate registration information to assist with athlete/student needs.

SUPERVISOR RESPONSIBILITIES:

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Ensure quality and customer service standards are adhered to as a department.
- Contributes to team effort by accomplishing related results as needed.
- Setting goals for performance and deadlines in ways that comply with the college's plans and vision

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- Organizing workflow and ensuring that employees understand their duties or delegated tasks

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Cellular phone
- Small hand tools
- Multi-line phone system
- Copier
- Fax machine
- Ladder

PHYSICAL DEMANDS:

- Requires: reaching, standing, walking, finger dexterity, talking, hearing, seeing, repetitive motions, computer work, sedentary work, and light work.
- Subject to: stooping, and crouching.
- May need: grasping.
- Occasionally may: climbing, kneeling, lifting, and medium work.

MENTAL DEMANDS:

- Emotional control under stress more than 50% of the time
- Inadequate lighting less than 25% of the time.
- Frequent interruptions more than 50% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised:10/21/2021

Classification:	Administration	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1646
DBM:	D	Travel Required:	Less than 25% of the time
IPEDS/SOC CODE:	15-1142	Employment Status:	Full-Time
Salary Range:	250	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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