

ENROLLMENT & ADMINISTRATIVE ADVISOR, TDCJ CORRECTIONAL PROGRAMS

GENERAL STATEMENT:

Responsible for enrollment of academic, vocational and continuing education classes for students at the Texas Department of Criminal Justice - Institutional Division facilities.

REPORTS TO:

Associate Vice President of TDCJ Correctional Programs

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate Degree required; Bachelor Degree preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Five (5) years' secretarial experience and educational environment experience required.

OTHER:

- Financial aid and correctional experience preferred.
- Solid overall computer skills with proficiency in Microsoft Office and Windows.
- Strong interpersonal skills, communication skills, and supervisory skills.
- Comfortable working under deadlines and on multiple tasks or projects simultaneously.
- This position requires TDCJ clearance prior to employment.

DUTIES AND RESPONSIBILITIES:

- Assist with the completion of admission paperwork, provide financial aid information, and assist students in obtaining educational records.
- Provide assistance regarding course selection, career opportunities, completion requirements, and degree plans.
- Assist College staff with class schedules for each semester.
- Assist students in resolving college-related problems.
- Assist with registration and testing procedures.
- Attend meetings and workshops as necessary.
- Work with Associate Vice President of TDCJ Correctional Programs to ensure that mail delivery and paperwork between Palestine and TC and respective units is consistently accomplished.
- Supervise and evaluate TDCJ Enrollment Specialists and Part-Time Enrollment Coordinator objectively; seek to promote their maximum professional development and participation; recommend professional development as needed.
- Work closely with TDCJ Enrollment Specialists and Part-Time Enrollment Coordinators to ensure that vocational and academic registration of TDCJ students is functional.
- Work with the Counselor of TDCJ Correctional Programs on enrollment, registration and other relevant duties.
- Prepare calendar for TDCJ academic registration activities.
- Assist with the maintenance of student records for TDCJ students. Maintain student database regarding financial status (PSER, Hazelwood eligibility, etc.).
- Answer correspondence from students concerning grades, classes, testing dates, transcripts, etc.
- Order official TVCC transcripts for offenders and send to the requesting party.
- Prepare and submit reports to TDCJ as set forth in the TDCJ contractual agreements.
- Responsible for billing and payment methods for vocational and academic classes.
- Responsible for preparing reports for the RPD of the TDCJ.

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- Other duties as assigned by appropriate supervisory personnel.
- Maintains confidentiality of information.
- Work assigned schedule and comply with timekeeping policy.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May be subjected to adverse working conditions at TDCJ.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also 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

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

Approved: 2/13/15

Revised: 10/3/2017

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