

Transfer Advisor (REPOST)
Lee College

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Posted Apr. 2, 2025, set to expire Apr. 27, 2025

Job Title	Transfer Advisor (REPOST)
Department	Provost/Academic & Student Affairs
Institution	Lee College Baytown, Texas
Date Posted	Apr. 2, 2025
Application Deadline	04/27/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Educational Services
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Transfer Advisor (REPOST)

Salary: \$53,202 - \$61,184

Job Type: Full-Time

Job Number: FY2300546

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

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Position Overview

Starting Salary Range is \$53,202 - \$61,184. The initial salary offer is commensurate with education and related work experience.

The Transfer Advisor is responsible for supporting students who plan to transfer from Lee College to four-year institutions. This role involves providing individualized guidance on transfer requirements, application processes, and degree planning to help students successfully navigate the transition from community college to a bachelor's degree program. In preparation for transfer, this Advisor will work with students on financial responsibilities and considerations, to include the financial aid process and scholarship opportunities. The Transfer Advisor will collaborate with both internal and external partners, including academic departments, university representatives, and advising teams, to ensure students are informed about available opportunities and resources. This position is crucial to the success and retention of students pursuing higher education goals.

Essential Duties & Responsibilities

Individualized Advising

- Assist students with career exploration to align with career goals and associate degrees related to university programs.
- Provide one-on-one and group advising sessions to students interested in transferring to four-year institutions, to include transfer planning, academic advising, and degree audit reviews to ensure transferability of courses.
- Determine Texas Success Initiative obligation based on approved tests, as well as determine applicable exemptions.
- Provide transfer degree path/plans and explain degree and certificate programs.
- Implement state and institutional policies and procedures.
- Provide financial literacy sessions for students who identify a transfer institution, including assistance with the financial aid application, scholarship opportunities, and an understanding of cost of attendance at the selected university.

Transfer Process Support

- Empower students to navigate the transfer process including researching transfer universities, identifying desired pathways, college fit beyond major, completing applications and understanding admission requirements.

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- Assist with resolution of transfer process and credit issues as an advocate for students.
- Teach students to independently manage online registration processes.
- Evaluation of unofficial transcripts for transferability of coursework.
- Assist with the development of Transfer Pathways.

Collaboration

- Work with Lee College faculty and staff to connect students to transfer-related information, opportunities, and events.
- Develop and maintain strong relationships with admissions representatives and transfer advisors from partner universities. Stay informed about the latest transfer agreements, articulation agreements, and transfer pathways.
- Provide support for the Student Success and Advising Center; work the front desk and/or at the information desk, as needed.

Workshops and Events

- Take ownership of planning and executing workshops, information sessions, campus visits, and transfer fairs to educate students about transfer opportunities, application procedures, and resources available at four-year institutions. Ensuring seamless delivery and maximum student engagement with minimal oversight.
- Coordinate and accompany students to university visits and open houses.

Educational Resources

- Develop and distribute materials related to the transfer process, including transfer guides, checklists, and FAQs to assist students in making informed decisions.

Monitoring and Tracking

- Independently initiate outreach efforts to support student progress throughout the transfer process.
- Develop strategies to support student success and ensure students meet critical deadlines.
- Maintain accurate records of advising interactions, services rendered, and student outcomes.

Advising Technology

- Utilize advising technology and student information systems to track student records, schedule appointments, and document advising sessions.

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Diversity and Inclusion

- Assist students from diverse backgrounds, including underrepresented populations, first-generation college students, and students with disabilities, ensuring they have equal access to transfer resources and opportunities.

Professional Development

- Stay current on transfer policies, trends, and best practices through continuous professional development and networking with other advising professionals.

When scheduled, provide onsite support at service area high schools, as a Lee College representative, assisting high school students with graduation and transfer planning while fostering student awareness and aspirations toward Lee College and partner institutions. Travel to service area high schools, universities, and community events to support student success and institutional collaborations.

Additional Duties & Responsibilities

- All registration times are considered peak times requiring extra duties, time, and days.
- Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Bachelor's degree
- Two (2) years of related experience
- Excellent computer skills
- Excellent oral and written communication skills
- Ability to work collaboratively with faculty, administrators, and other staff members
- Ability to work well with individuals from diverse backgrounds
- Must be available to work a flexible work schedule with mandatory evenings and weekends
- Assignment will include the Baytown campus and service area sites, including, but no limited to, in East Harris, Liberty, and Chambers Counties

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic



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information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4814376/transfer-advisor-repost>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Lee College

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