

## **Academic Advisor, Department of Civil, Environmental and Construction Engineering, Texas Tech University, Lubbock, Texas**

### **TTU/CECE Department**

The Department of Civil, Environmental and Construction (CECE) invites applications for a full-time academic advisor. The CECE Department is home to 22 tenure-track/tenured faculty members and 10 adjunct faculty members and instructors. The department awards bachelor's degrees in Civil Engineering (BSCE) and Construction Engineering (BSConE), master's and doctoral degrees in Civil Engineering, as well as a five-year professional Master of Environmental Engineering (MEnvE) degree. Current enrollment is approximately 643 undergraduates and 22 MEnvE majors. Approximately 60 MS and 32 PhD students engage in graduate research, with nearly half of the graduate students following the doctoral degree program. Additional information about the department is available at [www.ce.ttu.edu](http://www.ce.ttu.edu).

### **Major/Essential Functions**

- Serves as the primary advisor to the ConE undergraduate students; duties include advising students, course scheduling, maintaining accurate student records, conducting degree audits, preparing lists of graduating seniors for each semester, and verifying the students who have met graduation requirements
- Serves as the primary staff liaison between the Graduate School and the CECE Department; this includes all document uploads to graduate school, Degree Works Exceptions, and all other graduate school requests from the department
- Assist graduate students with course permits, provides class offerings, and general information to graduate students
- Provides graduate students with deadlines and requirements according to their degree
- Prepares reports as needed
- Participates in Summer, Fall, and Spring Orientations as well as Transfer Orientations (this may include some travel)
- Represents the CECE Department at various functions from graduations to honor's ceremonies held on and off campus
- Duties will benefit students, faculty, and the CECE Department

### **Occasional Duties**

- Serves as back-up to the CE and ENVE programs
- Assists Chief Academic Advisor with other duties assigned

### **Required Qualifications:**

- Bachelor's degree required; one year related experience preferred.

### **Preferred Qualifications:**

- Bachelor's degree and three years of advising experience
- Knowledge of Curriculum, Raiderlink, Cognos, Permits, overrides, and FERPA updated
- Proficiency in Microsoft Office software such as *Excel, Word, Powerpoint, Outlook*
- Demonstrated ability to develop constructive and cooperative working relationships with students and/or co-workers
- Strong verbal and written communication skills

Individuals interested in applying are requested to go to <http://www.texastech.edu/careers/staff-positions.php>. For Texas Tech University Staff Positions, please visit Work at Texas Tech, click on the Staff box and search for Requisition ID 31281BR. The position will remain open until filled.

**Special Instructions to Applicants:** Please upload (preferably in PDF format) [1] a cover letter, [2] your resume, and [3] the names, email addresses, and telephone numbers of three references.

As an Equal Employment Opportunity/Affirmative Action employer, the Texas Tech University System and its components will not discriminate in our employment practices based on an applicant's race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or status as a protected veteran.