



Trinity Valley Community College
Job Description
Enrollment and Administrative Advisor, TDCJ

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 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

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Associate Degree

PREFERRED:

Bachelor Degree

EXPERIENCE REQUIRED:

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

PREFERRED:

Experience in ERP/Colleague preferred, financial aid and correctional experience preferred.

OTHER LICENSES OR CERTIFICATIONS:

This position requires TDCJ clearance prior to employment.

KNOWLEDGE AND SKILLS REQUIRED:

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

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:

- Assist with the completion of admission paperwork, provide financial aid information, and assist students in obtaining educational records.

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- 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 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.
- Assist with the preparation of the TDCJ academic registration calendar activities.
- Assist with the maintenance of student records for TDCJ students. Maintain student database regarding financial status (PSER, Pell, 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.
- Other duties as assigned by appropriate supervisory personnel.
- Maintains confidentiality of information.
- Work assigned schedule and comply with timekeeping policy.

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

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals

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- Calculator
- Multi-line phone system
- Copier
- Cellular Phone
- Seat Belts
- School Vehicle
- Fax machine

PHYSICAL DEMANDS:

- Requires: Walking, Finger dexterity, Grasping, Feeling, Talking, Hearing, Seeing, Repetitive Motions, Sedentary Work to Light Work, Computer Work
- Subject to: Reaching

MENTAL DEMANDS:

- Atmospheric Conditions: Less than 25% of the time
- Work Space Restricts Movement: Less than 25% of the time
- Frequent interruptions: 25-50% 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: 10/12/2021

Classification:	Staff	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1655
DBM:	B	Travel Required:	Less than 25% of the time
IPEDS/SOC CODE:	21-1012	Employment Status:	Full-Time
Salary Range:	150	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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