



# Senior Advisor School of Music



## POSITION PROFILE

Advises individuals and provides guidance services regarding routine to complex issues in assigned area. Work is performed under general supervision in accordance with established policies and procedures. This title will require an extended, descriptive title.

Position Number: 36940BR

## POSITION DESCRIPTION

Advises individuals and provides guidance services regarding routine to complex issues in assigned area. Work is performed under general supervision in accordance with established policies and procedures. This title will require an extended, descriptive title.

## ABOUT THE UNIVERSITY

Established in 1923, Texas Tech University is a Carnegie R1 (very high research activity) Doctoral/Research-Extensive, Hispanic Serving, and state-assisted institution. Located on a beautiful 1,850-acre campus in Lubbock, a city in West Texas with a growing metropolitan-area population of over 300,000, the university enrolls over 40,000 students with 33,000 undergraduate and 7,000 graduate students. As the primary research institution in the western two-thirds of the state, Texas Tech University is home to 10 colleges, the Schools of Law and Veterinary Medicine, and the Graduate School. The flagship of the Texas Tech University System, Texas Tech is dedicated to student success by preparing learners to be ethical leaders for a diverse and globally competitive workforce. It is committed to enhancing the cultural and economic development of the state, nation, and world.

About Lubbock: Referred to as the “Hub City” because it serves as the educational, cultural, economic, and health care hub of the South Plains region, Lubbock boasts a diverse population and a strong connection to community, history, and land. With a mild climate, highly rated public schools, and a low cost of living, Lubbock is a family-friendly community that is ranked as one of the best places to live in Texas. Lubbock is home to a celebrated and ever-evolving music scene, a vibrant arts community, and is within driving distance of Dallas, Austin, Santa Fe, and other major metropolitan cities. Lubbock’s Convention & Visitors Bureau provides a comprehensive overview of the Lubbock community and its resources, programs, events, and histories.

## MAJOR/ESSENTIAL FUNCTIONS

1. Maintain all new HR paperwork for new TA's, and recertification for returning TA's.
2. Work closely with the Director, Associate Directors, International office, faculty, and marketing members to generate interest in the undergraduate program and to develop and execute a communication plan at all stages of recruitment, admissions, and enrollment.
3. Manage undergraduate application materials in Accept'd to support timely completion, including reaching out to prospective students and relative faculty members.
4. Assisting undergraduate and graduate scholarships from 180+ scholarship FOP's. Identify and recommend scholarship recipients based on a timely, accurate, and effective way. Evaluate and offer solutions to applicant problems and requests regarding admission.
5. Maintain rosters of undergraduate students by the program.
6. Participate in the planning and execution of recruitment events including audition days for undergraduate and graduate incoming students on and off-campus. Recommend changes or enhancements to existing programs based on continuous feedback and evaluation.
7. Respond directly to prospective students' questions and coordinate with Associate Directors and faculty, when necessary, in support of effective recruiting. Provide information to parents, secondary students, and secondary school's representatives regarding information regarding our undergraduate program.
8. Oversee and attend department portion of Red Raider Orientations, and schedule campus tours.
9. Oversee and assist international student process to be enrolled or employed in our department.

## REQUIRED QUALIFICATIONS

Bachelor's degree plus two (2) years related experience; OR a combination of education and/or progressively responsible related experience to equal six (6) years.

## PREFERRED QUALIFICATIONS

1. Bachelor's degree, two years of academic advising program development.
2. Ability to work under conditions of high stress and high volume during peak periods.
3. Ability to work independently and in a group environment.
4. Ability to provide advising to both traditional-aged and adults in a higher education setting.
5. Must be able to keep up to date on current/changes in course curriculum/requirements and internal/external educational services in order to respond to student needs.



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