

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ADMISSIONS ADVISOR

PAY GRADE: P-1

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To provide leadership and support for articulation, new student recruitment, admissions counseling and advising, and retention activities for the Office of Admissions and Student Recruitment. Must perform duties that include exercising independent judgment and discretion relative to student privacy laws.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Associate's degree required, bachelor's preferred, if possible, in the field of education, public relations, or marketing.
2. Years of experience in the field: One or more years of full-time experience, in a related field. Background in community college advising or marketing/public relations desirable.
3. Special skills or abilities related to the position: Knowledge of the college's Objectives and policies relating to student development, admissions and Graduation requirements. Thorough knowledge of college activities and calendars. Evidence of positive human relations skills and ability to communicate effectively. Ability to work with diverse populations and varying educational levels. Knowledge of the Family Education Rights and Privacy Act (FERPA) is preferred.

ESSENTIAL JOB FUNCTIONS:

1. Service walk-in traffic, applications for admission, telephone inquiries, and general correspondence relative to operations. Must also be able to schedule and follow up on appointments.
2. Provide follow-up and support with all new student inquiries leading to admission to the college.

ESSENTIAL JOB FUNCTIONS(Continued):

3. Assist and guide prospective students in the submission of all documentation relative to the application process, including transcripts, residency documentation and placement scores (where applicable).
4. Analyze standardized test results and assist prospective students in understanding purpose and results.
5. Assist prospective students in selecting a major/program. Assist in understanding educational, personal, and occupational strengths and limitations.
6. Acquire working knowledge of all Associate of Arts, Associate of Science, and Bachelor of Applied Sciences degrees, and certificate programs.
7. Provide support for all admissions and recruiting activities for the college, including but not limited to, high school visitations, career days events, Career & Colleges Expo, Preview Night, Tri-County Counselor meeting, campus tours, Getting Started Sessions, and workshops to prepare high school students for college.
8. Assist with long- and short-range plans for student recruitment and retention in concert with Marketing and Public Relations.
9. Maintain statistical admissions data as required
10. Serve in a reserve role for processing applications, completing admissions requirements, processing residency, and admitting students.
11. Maintain and update a comprehensive operations and procedures manual.
12. Establish and maintain relationships with faculty and staff within limited access programs and academies.
13. Participates in various meetings and committees.
14. Must be able to work a flexible schedule including evenings and weekends.
15. Perform other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.
- Ability to drive a college vehicle.

ENVIRONMENTAL CONDITIONS:

- Works inside a classroom/computer laboratory environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: OCALA CAMPUS, BLDG. 5

SUPERVISOR OF POSITION: DIRECTOR OF ADMISSIONS AND STUDENT RECRUITMENT