

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: ASSISTANT DIRECTOR OF ACADEMIC ADVISING AND FIRST YEAR SUCCESS  
PAY GRADE: P-4  
OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

Provide leadership, supervision, and coordination in the planning, implementation, and evaluation of advising services college wide. Provide direct supervision for the educational advisors assigned to the Advising Center. Provide leadership and coordination of college wide new student orientation. Provide training and support for advisors college wide in academic and registration areas. Assist the Division of Student Affairs in designing, implementing, and evaluating programs and services that promote student learning and student success. Assume a leadership role in designing, implementing, and evaluating special initiatives for underrepresented populations within the student body and increasing the retention of college-credit students, with a focus on first-year students.

Coordinate the research, design, implementation and evaluation of innovative student advising and success strategies.

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: Master's degree in the area of student personnel, higher education administration or related field is required.
2. Years of experience in field: Three years' experience in counseling/advising or a related student development field is required; two years' administrative/supervisory experience required; community college or higher education experience in a commuter institution is preferred.
3. Special skills or abilities related to position: Well developed interpersonal, communication, leadership, computer and organizational skills. Ability to plan, design and coordinate a comprehensive student success program and activities in conjunction with other student affairs departments and institutional effectiveness efforts.

PREREQUISITES FOR POSITION (Qualification Standards):Special skills or abilities related to position: (Continued)

Ability to serve as liaison between students, faculty, and staff for the purposes of promoting student success and retention. Ability to serve as the originator of innovative approaches related to student success and retention for underprepared students; ensure that services are competitive with best practices for community colleges. Ability to coordinate orientation, advising research and retention strategies. Ability to coordinate data collection for program dissemination, implementation, and evaluation.

ESSENTIAL JOB FUNCTIONS:

1. Coordinate the planning, implementation and evaluation of developmental advising support services for students.
2. Supervise team of educational advisors.
3. Coordinate the daily operations of advising and early student support.
4. Collaborate with academic and student affairs personnel to design, implement, and evaluate programs and services designed to increase the retention and success of students.
5. Research, develop, implement and evaluate new student orientation program. Ensure orientation model is effective and deliverable college wide.
6. Research, develop, implement and evaluate advising program. Ensure advising model is effective and deliverable college wide.
7. Coordinate professional support and referrals, to include the college's Early Support Program, for students with personal, social and or academic concerns that impede academic success.
8. Remain up-to-date on state and federal guidelines, emerging theories and research and conceptual models related to advising, retention and student success. Support and assist the director of Academic Advising and First Year Success with research, reports, and presentations as needed.
9. Initiate innovative approaches related to student success and data collection.
10. In collaboration with other department staff, design and deliver appropriate professional development activities to support implementation of new student orientation and advising programs college wide.
11. Participate in college activities designed to communicate information to students, staff, faculty and the public QEP initiatives.

(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.

PHYSICAL DEMANDS (CONTINUED):

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without 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.

ENVIRONMENTAL CONDITIONS

- Works in an office environment.

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

PRIMARY LOCATION OF JOB: Ocala campus

SUPERVISOR OF POSITION: Director of Academic Advising and First Year Success