

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ACCESS SERVICES ADVISOR

PAY GRADE: P-9

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Provide advisory services for prospective and/or enrolled career and technical education students with disabilities at CF; develop and implement services related to student retention, orientation, registration, basic academic advising, career counseling and assessment, academic skills enhancement and career goals with consideration of a student's unique challenges. Work collaboratively with college staff and faculty to ensure compliance with college policies, procedures, and legislative rules and regulations related to students with disabilities.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree required. Preference is a bachelor's degree in a student services related field.
2. Years of experience in field: Minimum of one year experience required, three years' preferred, working with career and technical education students, students with disabilities, counseling/advisement, or related student affairs field. Post-secondary education experience preferred.
3. Special skills or abilities related to position: Excellent verbal and written communication skills and positive human relations skills. Demonstrated competence in working with career and technical education students, including people with disabilities. Knowledge of the Americans with Disabilities Act and other relevant non-discrimination legislation. Working knowledge of the personal computer, including Windows and Microsoft Office. Knowledge and experience utilizing a student information database system. Ability to maintain confidential student records and interpret data. Knowledge and understanding of the educational aspects of college programs. Ability to acquire knowledge of financial aid opportunities, programs, rules, and regulations.

ESSENTIAL JOB FUNCTIONS:

1. Conduct student intake and accommodations review for career and technical educational students with disabilities registering with Access Services.
2. Conduct basic academic advisement and career counseling for students in relation to disability related concerns.

ESSENTIAL JOB FUNCTIONS (Continued):

3. Collaborate with staff on a case management program for students with disabilities, to include individual success plans, career exploration and the monitoring of student progress to improve retention and completion.
4. Provide students with information about institutional and program policies, procedures, and college and community resources.
5. Maintain currency with relevant best practices and standards in post-secondary educational services for people with disabilities and participate in regular training sessions provided by the college. Maintain currency with relevant legislation, policy requirements and rules in post-secondary educational services for people with disabilities.
6. Travel between campuses and centers to meet with students and faculty.
7. Inform and help train college personnel on issues involving compliance requirements and accommodations procedures.
8. Facilitate communication between faculty/staff and student with disabilities.
9. Work with college personnel on issues relating to accommodations for students, student services petitions, financial aid appeals and other disability-related matters.
10. Must be able to work a flexible schedule.
11. Other duties as assigned by supervisor.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to drive a college vehicle.

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, and regular travel to other CF campuses

SUPERVISOR OF POSITION: Director Access Services