

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

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

MAJOR RESPONSIBILITIES:

Provide leadership, supervision, and coordination in the planning, implementation, and evaluation of advising services college wide. Provide direct supervision for the meta-major 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, especially those from academically at-risk populations.

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: A Master's degree in counseling or a related student development 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 of 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. Demonstrated ability to develop, implement and coordinate advising support services. Demonstrated ability to design and implement student support programs, activities and services.

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

Demonstrated ability to incorporate technology into the design and delivery of programs and services that support student learning and student success.

Knowledge of developmental advising, learning theory, and current research in career, crisis, and personal counseling. Demonstrated ability to apply theory and research, work collaboratively with individuals at all levels of the college community and understand and create programs to support academically at-risk students. Knowledge of the counselor's role in providing learning support services for students. Ability to use technologies to promote and support student access and success.

ESSENTIAL JOB FUNCTIONS:

1. Coordinate the planning, implementation and evaluation of meta-major advising support services college wide including oversight of the daily operations of advising in the Advising Center.
2. Collaborate with academic and student affairs colleagues to design, implement and evaluate programs and services designed to increase the retention and success of college-credit students, especially those from academically at-risk populations.
3. Provide professional support and referrals for students with personal, social, and/or academic concerns that impair learning.
4. Design, implement and evaluate career advising services for students and prospective students that include career information, exploration and assessment as well as clarification of life goals and the development of an educational/career plan.
5. Coordinate training and support for all education advisors across all campuses.
6. Plan and implement new student orientations.
7. Coordination of Early Support Program (ESP) for meta-major students referred to the ESP.
8. Maintain transfer advising tools to assist in advising of transfer students.
9. Remain up-to-date on state and federal guidelines, emerging theories and research, and conceptual models related to advising, career counseling, student access, and student success.
10. Assist with schedule changes and certification of eligibility for graduation.
11. Respond to Legislative updates and changes that relate to student advising.
12. Collaborate with the Dean of Student Success to ensure adequate coverage and supervision for the Advising Center.
13. Assist with the coordination of special programs hosted by the college to include: College Preview Night, Careers and Colleges Expo and CF College Night programs at various high schools in the CF service district.

(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 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 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: Dean of Student Success