COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COORDINATOR - ADVISING SERVICES
PAY GRADE: P-11
OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITIES:

Provide leadership, supervision, and coordination in the planning, implementation, and evaluation of advising services college wide. 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.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: 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. 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 advising support services, college wide including oversight of the daily operations of advising in the Enrollment Service Center (ESC).
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 and parent orientations.
7. 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.
8. Assist with transcript evaluations, schedule changes and certification of eligibility for graduation.
9. Support and assist the Director of Admissions & records with recruiting, community contacts and presentations.

(These essential job functions are not a complete statement of all duties performed. The Central Florida Community College leadership team may modify or add duties at any time.)

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 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: Director - Admissions and Records