

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: EDUCATIONAL ADVISOR

PAY GRADE: P-1

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Provide advisory services for prospective and currently enrolled students; develop and implement services related to retention, orientation, registration, academic advising, academic skills enhancement, and career goals. Develop and implement innovative programs related to student success.

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: Bachelor's degree required. Preference is a bachelor's degree in a student development-related field. Master's degree preferred.
2. Years of experience in the field: One year of experience is required, three years preferred working with a diverse student population in career counseling, remediation, assessment, testing, counseling/ advisement, learning lab, or related student services/development field.
3. Special skills or abilities related to the position: Ability to read and interpret state and college regulations relating to academic advisement. The ability to promote college programs to prospective students. Ability and desire to encourage and guide students as they develop realistic goals. Ability to assist students in gaining skills to make decisions in assuming responsibility for their educational plans and achievements. Knowledge and understanding of the technical and educational aspects of all college programs. Ability to acquire knowledge of financial aid opportunities, programs, rules, and regulations. Ability to maintain student records and interpret data. Working knowledge of the personal computer, including MS Office Suite. Ability to work with the public, especially educationally and financially disadvantaged individuals and individuals with disabilities. Knowledge of and ability to instruct students in online resources and registration via the web. Some knowledge of standardized and special testing and assessment instruments. Excellent communication skills.

ESSENTIAL JOB FUNCTIONS:

1. Provide academic advising for degree and certificate-seeking students (in-person and online).
2. Develop and implement student development activities, programs, and services that promote learning and retention.
3. Help students understand their options and pathways for college success.
4. Provide professional support and referrals for students with personal, social, and/or academic concerns that impair learning.
5. Provide student advisement that includes career path options, individual success plans, and career and life goals.
6. Provide basic admissions, financial aid, registration, and Veterans Administration benefit information.
7. Help students understand course sequence, academic load, graduation, and transfer requirements (SUS articulation).
8. Provide students with information about institutional and program policies, procedures, and college and community resources.
9. Help students develop skills in self-direction.
10. Assist in the design and delivery of appropriate activities to support orientation and advising programs college-wide.
11. May be required to work a flexible schedule.
12. Maintain professional currency; including participation in regular training sessions provided by the college.
13. Additional 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.)

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 in an office environment.

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

PRIMARY LOCATION OF JOB: CITRUS CAMPUS, LEVY CAMPUS, HAMPTON CENTER, OR OCALA CAMPUS

SUPERVISOR OF POSITION: DIRECTOR OF ACADEMIC ADVISING AND FIRST-YEAR SUCCESS OR ASSISTANT DIRECTOR OF ACADEMIC ADVISING AND FIRST YEAR SUCCESS OR ASSIGNED ADMINISTRATOR