

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: MANAGER – STUDENT AFFAIRS - CITRUS

PAY GRADE: P-12

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Through close and continual collaboration and coordination with campus CEO, vice president for student affairs and other key student services personnel college-wide, the Manager – Student Affairs – Citrus will provide a comprehensive program of enrollment/student services including recruitment, retention, assessment, advising, registration, career counseling and financial aid for the Citrus campus. Provide direct day-to-day supervision for Citrus campus enrollment, student life, and student services staff.

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.
2. Years of experience in field: Three or more years' experience working with a diverse student population in advising, assessment, financial aid, student life, recruitment, or retention required. One year of supervisory experience in an educational environment required.
3. Special skills or abilities related to position: Knowledge of the college's objectives and policies relating to student development, admissions, financial aid, academic programs and graduation requirements. Evidence of positive human relations skills and ability to communicate effectively.

ESSENTIAL JOB FUNCTIONS:

1. In coordination with Campus CEO and appropriate Ocala staff, coordinate, plan, implement, and evaluate a comprehensive student services program for the Citrus campus that is consistent with the college strategic enrollment management plan (Includes but is not limited to career days, financial aid workshops, school visitations, and community events.)

ESSENTIAL JOB FUNCTIONS (continued):

2. Supervise department staff and conduct annual performance reviews for all full-time Student Affairs staff.
3. Maintain close liaison with students and staff to enable the campus to develop student service and activity programs which meet identified needs.
4. Maintain accurate student services website information and selection of hard copy forms, brochures, and informational materials at the campus.
5. Assist student advisors with orientation programs. Facilitate orientation sessions at the Citrus campus as necessary.
6. Assist with providing direct student services during peak periods, including providing academic and financial aid advising and registering students as appropriate.
7. Lead Student Affairs staff in multiple functional areas (enrollment, advising, assessment, career counseling, financial aid, student life) by demonstrating understanding of and commitment to continuous improvement of processes and procedures for enhanced services to students.
8. Supervise and process student financial aid at the Citrus campus.
9. Serve as Chief Student Conduct Officer and works in collaboration with campus vice president, vice president for Student Affairs, and dean of Student Services to bring student discipline matters to resolution.
10. Provide supervision for campus student life personnel and activities.
11. Represent the college in a professional capacity at various on-campus and off-campus community events as appropriate.
12. Serve as campus liaison for student Access Services, coordinating with director of Access Services on Ocala campus.
13. Works collaboratively with Citrus Educational Opportunity Center staff to maximize EOC client services at the Citrus campus.
14. May be required to work flexible schedule.

(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.

PHYSICAL DEMANDS (CONTINUED):

- 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

SUPERVISOR OF POSITION: Vice President of Citrus Campus