

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ADMISSIONS ADVISOR

PAY GRADE: C-8

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To provide leadership and support for articulation, new student recruitment, admissions counseling and advising, and retention activities for the Office of Admissions and Student Recruitment. Must perform duties which include exercising independent judgment and discretion relative to student privacy laws.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." 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: Associate degree required, Bachelor's preferred, if possible in the field of education, Public Relations or Marketing.
2. Years of experience in field: One or more years of full-time experience, in a related field. Background in community college advising or marketing/public relations desirable.
3. Special skills or abilities related to position: Knowledge of the College's objectives and policies relating to student development, admissions and graduation requirements. Thorough knowledge of college activities and calendar. Evidence of positive human relations' skills and ability to communicate effectively. Ability to work with diverse populations and varying educational levels. Knowledge of Family Education Rights and Privacy Act (FERPA) preferred.

ESSENTIAL JOB FUNCTIONS:

1. Service walk-in traffic, applications for admission, telephone inquiries and general correspondence relative to operations. Must also be able to schedule and follow up on appointments
2. Provide follow up and support with all new student inquiries leading to admission to the College.

ESSENTIAL JOB FUNCTIONS(Continued):

3. Assist and guide prospective students in the submission of all documentation relative to the application process. Including transcripts, residency documentation and placement scores (where applicable).
4. Analyze standardized test results and assist prospective students in understanding purpose and results.
5. Assist prospective students in selecting a major/program. Assist in understanding educational, personal and occupational strengths and limitations.
6. Acquire working knowledge of all associate of arts and associate of science degree programs.
7. Provide support for all admissions and recruiting activities for the College. (Includes but is not limited to high school visitations, career days events, Career & Colleges Expo, Preview Night, Tri-County Counselor meeting, Getting Started Sessions and workshops to prepare high school students for college.)
8. Assist with long and short range plans for student recruitment and retention in concert with marketing and Public Relations.
9. Participates in various meetings and committees.
10. Must be able to work a flexible schedule including evenings and weekends.
11. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

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.

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 accommodation 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 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.

ENVIRONMENTAL CONDITIONS:

- Works inside a classroom/computer laboratory environment.

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

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Director of Admissions and Student Recruitment