

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COORDINATOR – ADULT EDUCATION ENROLLMENT/STUDENT SERVICES

PAY GRADE: P-1

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Provide advisory services for prospective and currently enrolled adult general education students; develop and implement services related to recruitment, retention, orientation, registration, advising, academic skills enhancement, and transition services to postsecondary education and the workforce for adult education students.

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 in education, counseling, social science or related field required. Master’s degree or higher preferred.
2. Years of experience in field: Minimum of three years’ experience working with a diverse student population in adult education, career counseling, remediation, assessment, testing, counseling/advisement, learning lab or related student services/development field.
3. Special skills or abilities related to position: Ability to promote adult general education and college programs to prospective students. Knowledge and understanding of factors affecting retention of adult general education students and strategies to increase student persistence. Ability to provide a multi-component set of services to prepare adult education students for transition into postsecondary education, including orientation, advising, study skills and time management, and academic preparation. 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. Some knowledge of standardized and special testing and assessment instruments.

ESSENTIAL JOB FUNCTIONS:

1. Coordinate, plan, implement, and evaluate a comprehensive recruitment program for adult education at the Levy Campus. (Includes, but is not limited to, career days, financial aid workshops, school visitations, and community events.)
2. Provide professional support and referrals for students with personal, social, and/or academic concerns that impair learning.
3. Provide student advisement that includes career path options, individual success plans, and career and life goals.
4. Advise, admit, and register students. Assist students with financial aid application process. Process admission applications and maintain updated student information and assessment results.
5. Develop and implement coordinated transition services and activities that promote and prepare adult education students for postsecondary and career pathways.
6. Provide students with information about institutional and program policies, procedures, and college and community resources.
7. May be required to work flexible schedule.
8. Maintain professional currency.
9. 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 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.

ENVIRONMENTAL CONDITIONS:

- Works inside an office/classroom/computer laboratory environment.

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

PRIMARY LOCATION OF JOB: Levy Campus

SUPERVISOR OF POSITION: Manager of Instructional Services