

## COLLEGE OF CENTRAL FLORIDA

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JOB TITLE: DEAN - STUDENT SUCCESS

PAY GRADE: A-17

OVERTIME STATUS: EXEMPT

#### MAJOR RESPONSIBILITY:

To develop, implement, supervise, evaluate, and provide vision for the development of the College's academic advising program that ranges from entry to graduation. Supervise the office of academic advising.

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: Minimum of a Master's degree in Counselor Education, higher education administration, or student personnel related field is required. A Doctorate is preferred.
2. Years of experience in field: A minimum of five years of experience in a community college student affairs setting is required. Prefer director level experience in academic advising, retention and student success. Experience in a community college or college setting is required.
3. Special skills or abilities related to position: Positive human relations' skills. Knowledge of contemporary academic advising, student success, and student persistence concepts and programs. Knowledge of College rules, procedures and curriculum. Knowledge of the College's objectives and policies relating to student development, academic advising, and graduation requirements. Knowledge and skills with Early Alert Programs and models for student retention. Knowledge of State University transfer requirements. Knowledge of the college mission, and of goals and objectives in meeting the mission. Ability to establish and maintain effective working relationships with students, faculty, and staff. Evidence of good supervisory skills. Ability to communicate effectively.

ESSENTIAL JOB FUNCTIONS:

1. Plan, implement, supervise, and evaluate a comprehensive academic advising program for the College.
2. Perform daily supervision of academic advising team on Ocala Campus and make regular evaluations of their performance.
3. Assist with implementing college strategic priorities related to advising, retention, and degree completion.
4. Counsel and advise students as appropriate.
5. Maintain relationships with other the State University Systems (SUS) institutions to facilitate the successful transfer of CF students to upper division programs.
6. Responsible for maintaining close liaison with students and staff to enable the College to develop student affairs programs, which meet, identified needs.
7. Schedule and conduct periodic student evaluation of services and report results to the Vice President of Student Affairs.
8. Assist with implementing technology solutions to promote student degree progress and completion.
9. Develop and implement professional development training programs for advising team.
10. Support other division and college-wide student services initiatives.

(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.)

ESSENTIAL PHYSICAL SKILLS:

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.

ENVIRONMENTAL CONDITIONS

- Works inside in an office environment.  
(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 5, Ocala Campus

SUPERVISOR OF POSITION: Vice President, Student Affairs