

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: EDUCATIONAL ADVISOR

PAY GRADE: P-9

OVERTIME STATUS: 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.

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: Bachelor's degree required. Preference is a bachelor's degree in a student development related field.
2. Years of experience in field: Three years' experience working with a diverse student population in career counseling, remediation, assessment, testing, counseling/advisement, learning lab or related student services/development field preferred.
3. Special skills or abilities related to position: Ability to read and interpret state and college regulations relating to academic advisement. The ability to promote college programs to prospective students. 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. Provide professional support and referrals for students with personal, social, and/or academic concerns that impair learning.
4. Provide student advisement that includes career path options, individual success plans, and career and life goals.
5. Provide basic admissions, financial aid, registration, and Veterans' Administration benefits information.
6. Help students understand course sequence, academic load, graduation and transfer requirements (SJS articulation).
7. Provide students with information about institutional and program policies, procedures, and college and community resources.
8. Help students develop skills in self-direction.
9. May be required to work a flexible schedule.
10. Maintain professional currency; including participation in regular training sessions provided by the college.
11. 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.)

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.

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: Citrus Campus, Levy Center, Hampton Center or Ocala Campus.

SUPERVISOR OF POSITION: Dean Student Success or Assistant Director of Academic Advising or assigned Administrator