

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

<u>JOB TITLE:</u>	FIRST YEAR SUCCESS SPECIALIST
<u>PAY GRADE:</u>	P-1
<u>OVERTIME STATUS:</u>	EXEMPT

MAJOR RESPONSIBILITY:

Provide advisory services for first-year students; develop and implement services related to retention, orientation, registration, academic advising, academic skills enhancement, and career goals. Develop and implement innovative programs and services specifically relating to the first-year experience and student success.

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. Preference is a bachelor's degree in education or a student development-related field. Master's degree preferred.
2. Years of experience in the field: One year of experience required, three years preferred, working with a diverse student population, in counseling, advising, assessment, remediation, career counseling, or related student services/development fields.
3. Special skills or abilities related to the position: Ability to understand and effectively communicate college and state assessment and curriculum policies and procedures. Ability and desire to encourage and guide first-year students as they define and develop realistic goals. Knowledge and ability to provide students with information and strategies for effectively utilizing college and community resources. Ability to assist first-year students in gaining decision-making skills and skills in assuming responsibility for their educational plans and achievements. Ability to maintain student records and interpret data. Working knowledge of the personal computer, including MS Office Suite. Excellent communication skills.

ESSENTIAL JOB FUNCTIONS:

1. Assist in the development and implementation of a holistic advising model which provides first-year students with the knowledge and skills necessary to plan and meet their educational goals and achieve academic success.
2. Provide positive intrusive advising for students with personal, social, and/or academic concerns that impede academic success.

ESSENTIAL JOB FUNCTIONS: (Continued)

3. Help students understand their options and pathways for college success.
4. Provide students with information about institutional and program policies, procedures, and college and community resources.
5. Encourage and guide students in defining and developing realistic goals and attainable plans for student success.
6. Support and assist students in the development of decision-making skills and skills in assuming responsibility for their academic success.
7. Provide professional support for students with personal, social, and/or academic concerns that impede academic success by connecting them to appropriate academic and student success resources.
8. Assist in the design and delivery of appropriate professional development activities to support the implementation of new orientation and advising programs college-wide.
9. May be required to work a 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.
- 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: Ocala, Citrus, or Levy Campus, or Hampton Center

SUPERVISOR OF POSITION: Director Academic Advising or Assistant Director of First Year Success, or Assigned Administrator