

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION OUTLINE

JOB TITLE: TRANSITION SPECIALIST/INSTRUCTOR

PAY GRADE: P-1

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Provide advisory services for prospective and currently enrolled adult education 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 "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 experience in counseling, psychology, management, or a student development related field.
2. Years of experience in field: Two years' full-time 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 adult education, state and college regulations relating to academic advisement. The ability to promote adult education and college programs to prospective students. Knowledge and understanding of the technical and educational aspects of all adult education and 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 students seeking a high school equivalency diploma, 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, 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 (SUS 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. Perform duties as program facilitator, specifically scheduling of adult education class times, maintaining teacher schedules, and providing day to day organization of adult education class procedures.
10. May be required to work flexible schedule.
11. Maintain professional currency; including participation in regular training sessions provided by the college.
12. Additional duties as assigned by supervisor.

(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.

ENVIRONMENTAL CONDITIONS

- Works in an office environment.
- Works in telephone switch room.

(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, Levy Campus