

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2017**

ACADEMIC AND CAREER ADVISOR

FLSA STATUS: EXEMPT – PAY GRADE: 17 – C

JOB FAMILY: STUDENT SERVICES

JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Academic and Career Advisor is a student services professional with a critical role in the College's student success initiative. The responsibilities of the Academic and Career Advisor include, but are not limited to: helping students upon application to the College; facilitating student orientations; guiding students' career decisions and class selection from their first term until completion; tracking the advancement of students and providing academic case management and advising assistance for students; and assisting students with job searches, placement or transfer. The Academic and Career Advisor possesses a general level of knowledge on a wide variety of topics in Student Success but also demonstrates a more specific knowledge of one or more subjects and develops that knowledge as an on-going process, ensuring delivery of integrated, holistic service to students.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provides academic advising, educational planning, and career counseling to members of the College community in a manner consistent with the institutional goals, department policies and procedures, and existing resources. Advises students on all facets of their experience with the College including but not limited to admissions and enrollment requirements, program and career exploration and selection, financial aid options and requirements, orientation, academic planning, co-curricular engagement opportunities, academic advising, and other student resources. Provides appropriate referrals to students who have life issues that impact their academic pursuits at the college and provides targeted support services to special needs students. As the demands of best practices in education change, Academic and Career Advisors must be ready and willing to update and change their advising skills and practices. Works with faculty to develop support programs and systems to increase retention. Identifies and interprets the needs of students and helps faculty and students become aware of the value of academic, career, and counseling services. Helps the institution create a positive learning environment for all students.

Responds and outreaches to students through a variety of communication methods, including in-person appointments, telephone, email/chat contacts, and other virtual communication modalities; conducts general and benchmark specific advising sessions with students; provides general information on student success topics; conducts academic and career goal exploration as needed; provides information on relevant available programs, program admissions and graduation requirements, program costs, and financial aid implications; assists the student with review of their academic advisement report and creation of a comprehensive academic degree plan; advises on progress towards major and degree requirements, goals and objectives, and strategies for completion; and maintains regular contact with students and provide assistance and mentoring as required.

Assists students with learning and navigating the College website and student portal for important information and dates; acts as a catalyst in the academic and social integration of the student into campus life; assists in identifying educational, career and personal goals; promotes programs and services that

ACADEMIC AND CAREER ADVISOR – Page 2

assist students with success in their academic career pursuits; identifies and advises at-risk students to ensure continuing academic progress and success; collaborates with leadership to implement student success programs and initiatives; assists with general processes related to all aspects of the student experience; and accurately input and maintain related student records, as appropriate; serves on college committees as required; and performs related duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision may be exercised over assigned staff and/or student assistants.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university and three (3) years of related experience.

PREFERRED QUALIFICATIONS

Master's degree from an accredited college or university and three (3) years of related experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with subordinates, co-workers, the public, supervisors, etc.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to perform high school algebra and to utilize descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 10/17