

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOBDESCRIPTION, 2017**

ACADEMIC AND CAREER SPECIALIST

FLSA STATUS: NON-EXEMPT – PAY GRADE: 12 - C

GENERAL STATEMENT OF JOB

Employees in this category provide a broad range of career planning and student development services for special population students and/or acts as case manager. Employees in this class assist in planning and assistance to adult education students in the areas of career planning, application, admission and enrollment in the adult education program.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Interview students and prospective students and give advice regarding application process, program requirements, course requirements, etc.

Provide family intervention services and referrals; perform academic, personal and performance counseling.

Conduct case management; advise students on education; input information on computers; attend staffing meetings with students.

Check daily attendance on students; maintain attendance forms; call students who are absent. Notify supervisor, case managers and retention specialist of problem students and make recommendations.

Maintain essential documentation of case management services; provide information for various reports.

Visit training sites to assess student performance; coordinate with instructors to assess and encourage student performance.

File case management documentation; write file notes in case management files; make copies of important materials or documents;

Perform related duties as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervisor or administrator.

SUPERVISION EXERCISED

Employee may perform in a lead capacity directing support staff or student assistants as assigned.

MINIMUM QUALIFICATIONS

Associate's degree in a relevant field from an accredited institution and at least 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 machines and equipment including computer, office equipment, telephone, etc.. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

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

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

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

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

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 accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, 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).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).