State College of Florida, Manatee-Sarasota
Job Description

Job Title: Advisor I
Reports to: Director of Advising Services
FLSA Status: Non-exempt
Level: 117
Position Class:

Job Summary:
This position is responsible for providing and coordinating informational services for the initial enrollment of all students. The position also provides academic and career planning/placement advising to enrolled students in support of the College’s student retention goals.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Advises students, responding to their questions and concerns, and working with them to ensure ongoing satisfaction with program and successful progress to degree completion. This includes current, prospective (high school and transfer), and transition (incoming or outgoing) students.

2. Provides 1:1 as well as group academic advising, recruitment and retention, and academic success support functions. These functions are delivered through multiple formats (in-person, on-line, phone).

3. Assists students in resolving academic issues; making appropriate and timely referrals for non-academic issues and/or concerns to applicable services including, but not limited to: Student Health, Counseling & Consultation, and Career Services.

4. Reviews student academic progress and advises students on specific actions regarding academic goals, such as graduation requirements and exceptions, major exploration, course planning and registration.

5. Teaches and models decision-making and problem-solving skills to help students to become their own self-advocates and make independent, informed decisions regarding their academic and career future.
6. Schedules regular campus presence visits to hallways and student lounges to proactively reach out to students and elicit regular and purposeful conversations to build student relationships, help student to affiliate with the College and to respond to emerging concerns.

7. Utilizes on-line tools such as Degree Audit Reporting System to assist students with timely academic progress, exploration of various academic options, course selection and registration.

8. Assists with Coursework Compliance, SAP Program Completion Plan and Probation procedures; provides feedback on specific cases.

9. Maintains and updates Advisor Notes and data in accordance with federal, state and college regulations.

10. Collects and disseminates information to students, faculty and departments about changes in major requirements or College policies and adjusts advising strategies as appropriate.

11. Participates in new/welcome back activities, retention, career development, and student engagement activities.

12. Assists their respective supervisor in developing and delivering programs for professional development of staff.

13. Works collaboratively within the College to apply retention strategies.

14. Promotes student engagement through college life, campus involvement and extra co-curricular opportunities.

15. Responsible for reporting complaints of sexual harassment/misconduct to the colleges’ Title IX Deputy Coordinator and/or Title IX Coordinator.

16. Performs other duties as assigned.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  A Baccalaureate degree is required from a regionally accredited institution. Experience working with students in an educational setting; preferably a community college. Ability to collaborate with others to resolve student issues to full resolution.

- **Supervisory Experience:**
  No supervisory experience required. Leadership experience preferred.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Excellent English listening and speaking skills required. Spanish language proficiency is an asset.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills:**
  To perform this job successfully, an individual should have basic knowledge of word processing software, spreadsheets, Internet, e-mail system, and PowerPoint software. Must become efficient with current College database software and other College required software within one month of hire.

- **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
None required.

**Responsibility for Communication:**
- **Internal Contacts:**
  This position has routine contact with students and all levels of SCF staff.

- **External Contacts:**
  The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

**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.
While performing the duties of this job, the employee is routinely required to sit, and use manual dexterity, and talk or hear. The employee is frequently required to reach with hands and arms, and lift up to 10 pounds. The employee is occasionally required to stand, walk, and taste or smell. Specific vision requirements include close, distance, color, peripheral vision, depth perception and the ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Service Excellence:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to everyone they serve including students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:
   - **RESPECTFUL**
     - Act in a courteous manner
     - Actively listen to gain full understanding
     - Demonstrate awareness of “everything speaks”
     - Show empathy and caring
   - **RESPONSIVE**
     - Approach people in an inviting and pleasing manner
     - Take ownership of actions and decisions
     - Plan, anticipate, and be forward thinking
     - Answer and return phone calls and emails
     - Use proper communication etiquette
     - Banish the phrase “not my job”
     - Provide assistance to all inquiries and follow through
   - **ACCURATE**
     - Do it right the first time
     - Be knowledgeable of product and how it interfaces with others
     - Ask probing questions
     - Use resources effectively and efficiently
   - **COLLABORATIVE**
     - Participate in teams
     - Develop team skill sets
     - Learn available resources to be responsive to your constituents
     - Develop internal and/or external connections

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to
work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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<td>Preparing Manager</td>
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