State College of Florida, Manatee-Sarasota
Job Description

Job Title: Advisor I

Reports to: Department Supervisor
FLSA Status: Salaried Exempt
Level: E17

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. Coordinate and lead team of staff in recruitment/outreach programs with local schools and organizations that promote and implement access to College programs.

2. Provide admission, placement, and assessment support for specific student populations and programs.

3. Facilitate and conduct orientation for all new students; primarily for all ROAD and Early College (dual enrollment) student cohorts.

4. Provide academic and career advising in individual and group settings to all students.

5. Support academic programs/courses by providing students with educational planning strategies regarding program requirements, transfer options, and tools to measure progression towards a degree.

6. Coordinate and implement outreach and support services mechanisms (Call Center, blogs, etc.) that provide students and parents to ask logistical questions as new students, as well as provide an avenue for the College to connect and collect data on those students who choose to leave SCF.
7. Provide periodic statistical reports to supervisor detailing recruitment/outreach and/or advising activities.

8. Participate in student leadership activities that provide students with both extra and co-curricular opportunities.

9. Assist their respective supervisor in developing and delivering programs for professional development of staff.

10. Responsible for specific program and/or training components of the Educational and Student Services division as assigned.

11. Serve on various College-wide committees and advisory boards as assigned.

12. 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.

**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.

**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. **Customer Service:** All State College of Florida, Manatee - Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

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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