State College of Florida, Manatee-Sarasota
Job Description

Job Title: Advisor II
Reports to: Department Supervisor
FLSA Status: Salaried Exempt
Level: E18
Position Class:

Job Summary:
This position is responsible for providing developmental advising to students, and implementing collaborative programs and services with academic affairs which support student achievement of career, educational, and life goals.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of workforce, 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. Provide educational services in individual and group settings that promote student self-sufficiency in creating and achieving career and educational plans.

2. Provide in-depth knowledge of postsecondary policies and procedures.

3. Coordinate student leadership opportunities that promote learning communities and life-long learning skills.

4. Liaison with specific academic departments to ensure accurate program updates for Student Services staff, and pathways for student referrals from faculty in the respective department(s).

5. Facilitate and conduct orientations for all new/transfer students; primarily for all ROAD and on-line student cohorts.

6. Provide leadership and coordination in developing, delivering, and evaluating programs and interventions that assist students in the pursuit of their academic goals.

7. Advise and provide oversight and referrals for students with personal, social, or academic concerns that may interfere with satisfactory academic progress.
8. Coordinate and provide a full array of intentional academic co-curricular and career advising services for specific student cohorts, specifically, but not limited to, those registered with Disability Resource Center, “undecided” majors, and special interest groups.

9. Provides periodic statistical reports to supervisor detailing advising activities.

10. Assist their respective supervisor in developing and delivering programs for professional development of Student Development staff.

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

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

13. 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 in psychology, education, sociology, or a related field and 3-5 years’ experience in a postsecondary institution; preferably a community college. A Master’s degree from a regionally accredited institution is preferred.

- **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:**
Providing developmental advising to students, and implementing collaborative programs and services with academic affairs which support student achievement of career, educational, and life goals.

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