State College of Florida, Manatee-Sarasota
Job Description

Job Title: Advisor III
Reports to: Director of Advising
FLSA Status: Exempt
Level: 211
Position Class:

Job Summary:
This position is responsible for providing leadership in developing, implementing, and evaluating advising programs and services which focus on the students’ comprehensive development needs and translating theory into practice to address student needs.

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. Provides academic and developmental advising in individual and group settings to all students resulting in increased student retention.
2. Provides leadership for college-wide retention initiatives.
3. Maintains consistent contact with assigned international students (visa) via e-mail, mail, and telephone to form a mentoring/coaching relationship; and provides assistance and referrals as needed prior to and during enrollment.
4. Designs, organizes, and conducts orientation for all new/transfer students; primarily for all English for Academic Purposes (EAP), Successful Opportunities through Academic Resources (SOAR), and international student cohorts.
5. Designs, coordinates, and implements proactive college-wide student “early warning” systems for a broad range of student cohorts.
6. Coordinates and provides a full array of intentional academic and career advising strategies for specific student cohorts, including but not limited to international students, Summer Bridge participants, and students with poor academic standing classifications.

7. Facilitates and guides the development, implementation, and measuring of student learning outcomes as provided by those programs and services under the direction of the Educational and Student Services division.

8. Designs, develops, and implements curricula/programs that provide measurable student success goals as defined by College, state, and federal guidelines/mandates.

9. Coordinates and provides advocacy/conflict resolution advising and crisis intervention referrals for students in support of the College’s Student Code of Conduct and conflict resolution policies and procedures.

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

11. Performs duties as advisor for one or more Student Activity Budget Review - approved Student Activity clubs/organizations each year.

12. Assists the Director of Advising in designing, developing, and delivering programs for professional training and development of Student Development department staff.

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

14. Serves in a leadership role on various college-wide committees and advisory boards as assigned.

15. 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 Master’s degree is required from a regionally accredited institution in student development, educational leadership, or a related field. 5 – 7 years experience in a community college or a university student services division/department. A Master’s degree in counseling or mental health 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:**

None required.

**Responsibility for Communication:**

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

- **External Contacts:**
  
  This position has routine contact with prospective students. May have online contact with representatives of colleges and universities.
**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.

While performing the duties of this job, the employee is occasional exposed to outdoor weather conditions.

The noise level in the work environment is usually 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 regularly required to talk or hear. The employee is frequently required to stand, sit, and use manual dexterity. The employee is walk, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color, depth perception and 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. **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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