State College of Florida, Manatee-Sarasota  
Job Description

Job Title:  Director of Advising Services

Reports to:  Associate Vice President, Student Development  
FLSA Status:  Exempt  
Level:  215  
Position Class:

Job Summary:
This position is responsible for providing leadership in the development, coordination, and implementation of processes, scheduling, and training which promote strategic developmental standards in academic advising services. This position will manage the operational aspects of advising services and requires knowledge of student development theory, advising strategies, and student learning outcomes. This position participates in functions, activities, and programs of the student development component of the Educational and Student Services division.

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 leadership, supervision, and coordination of the mission, purpose, and process of College-wide academic advising.

2. Supervises, mentors and evaluates advisors as assigned. Coordinates the Advising Center schedules, approves appropriate leave requests and participates as an advisor in peak prescriptive advising.

3. Plans the development, implementation, review, and revision of orientations for first-time-in-college students, transfer students, and other designated groups. Establishes the orientation schedule, coordinates the student notification process and participates as an orientation leader.

4. Directs the advising process including advisor outreach to current students and maintenance of appropriate statistical data and reports for program and personnel improvement.
5. Plans and coordinates all programs in the advising area, including but not limited to, developmental and transfer activities designed to assist students in the planning and successful completion of their academic goals. Responsible for the development of any new and revision of existing advising informational materials and publications.

6. Collaborates with staff and faculty on College-wide student retention initiatives including the coordination and dissemination of relevant information such as the Advising eNewsletter.

7. Oversees the design, development and implementation of curricula/programs that provide measurable student success goals.

8. Supervise the design and implementation of a proactive College-wide student “early warning” system.

9. Collaborates with Public Safety staff in the College admission review process for selected student cohorts.

10. Coordinates Liaison Series activities and keeps abreast of changing College information including admissions requirements, new programs and course changes, deadlines and important dates, costs, expanding facilities and updates in College-wide initiatives, as well as changing transfer requirements and State and Federal mandates.

11. Collaborates with Supervisor and others in designing, developing, and delivering programs for professional training and development of Student Development Department staff. Responsible for revising and maintaining the Advisor Handbook and additional training materials.

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

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

14. Engages in professional development activities, including but not limited to, memberships in professional organizations, attendance at conferences and workshops, division and department training meetings, and information technology skills and training sessions.

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:**
  Master’s degree from a regionally accredited four-year college or university; and five to seven years of related experience and/or training; or equivalent combination of education and experience. Leadership experience within higher education, academic advising and community college preferred.
- **Supervisory Experience:**
  Three or more years of direct supervisory experience is required.

- **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 knowledge of word processing, spreadsheets, Internet, e-mail, and presentation 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:**
Supervises a staff assistant and all academic advisors.

**Responsibility for Communication:**

- **Internal Contacts**
  This position has routine contact with students and all levels of State College of Florida, Manatee-Sarasota staff and faculty.

- **External Contacts**
  This position has routine contact with the general public, prospective students, and college/university representatives.

**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 occasionally 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 required to 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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