

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2016**

**ASSOCIATE DIRECTOR OF ADVISING**

**FLSA STATUS: EXEMPT – PAY GRADE: 20-P**

**JOB FAMILY: STUDENT SERVICES – JOB FUNCTION: STUDENT SERVICES**

**GENERAL STATEMENT OF JOB**

The Associate Director of Advising provides college wide leadership to Advising and focuses on the success of students in alignment with Student Development goals and initiatives and national CAS standards. In conjunction with the related college wide student success staff, this individual provides innovative and effective leadership to advisors at the College, promotes the tenets of NASPA within advising operations, and monitors and enhances the effect of advising on the student's experience and success. This position serves in a highly collaborative role across student success departments to provide vision and leadership for a comprehensive approach to student advising, transition, and retention-related programs and ensures the effective operation of these programs.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Provides leadership to new and existing student focused programming and processes related to district and campus academic advising services; implements procedures, guidelines and ensures processes are in accordance with current federal and state regulations as they relate to academic advising services, as well as College policies & practices that effectively enhance the student experience and student achievement.

Acts as a voice and advocate for students and staff regarding matters related to academic advising at the college; leads the College in expertise related to academic advising services; promotes and leads professional development advancement for assigned areas; establishes collaborative relationships with campus and administrative departments and community stakeholders to advance and promote related student success programs; participates in the college management collaborative to integrate educational, fiscal, technological, facility, and personnel planning in accordance with the strategic plan of the college; directly supervises and evaluates assigned staff; provides mentorship and leadership to staff; analyzes and reports on statistical data related to academic advising related functions and proposes and implements appropriate action plans in response.

Participates in the implementation of the strategic enrollment plan for the division; organizes, guides, and serves on committees and councils to participate in college-wide planning, implementation, and evaluation of policies and procedures; continually identifies new and innovative means by which the college can both streamline existing academic advising and career advising services related functions and increase student success overall.

During peak enrollment periods, directly works with students on campus; and performs related duties as assigned.

**SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

**SUPERVISION EXERCISED**

Supervision may be exercised over assigned staff and/or student assistants.

**MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university supplemented by two (2) or more years of related experience in higher education leadership.

**PREFERRED QUALIFICATIONS**

Master's degree from an accredited college or university supplemented by two (2) years of related experience in higher education leadership.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods at a keyboard.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with subordinates, co-workers, the public, supervisors, etc.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to perform high school algebra and to utilize descriptive statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 7/2016