

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 1996**

ADVISOR II

FLSA STATUS: NON-EXEMPT – PAY GRADE: 10 - C

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

Employees in this category provide student development services within a designated area, department or division requiring knowledge or and expertise in that area. Performs such duties as providing information, and/or referrals regarding programs, policies, and procedures within a designated area such as Financial Aid, Nursing, Women's Center, Veterans' Affairs, Disabled Student Services, Student Success Office, career planning and placement, high school credit programs, counseling or advising.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Interview students and prospective students and give advice regarding application process, program requirements, course requirements, etc.

Provide advice and assistance to students in areas such as writing resumes, completing applications, interviewing and other career planning and placement information.

Compile various statistical data for use in preparing reports for internal and external distribution; assist in the maintenance and processing of relevant student records and forms; review student performance data; analyze results to change program procedures.

Assist in planning, conducting and evaluating in-service training programs; interact with agency staff concerning students; administers career, interest and related tests.

Recommend appropriate services and programs to meet students' needs; serve as resource person exhibiting technical expertise or administrative experience to deal with complex problems or projects as they arise.

Provide academic advising for students; resolve individual admission problems with students and staff.

Serve on College committees as required.

Keep abreast of current literature related to designated area; pursue professional development opportunities designed to improve effectiveness.

Provide those services and programs for student as directed by supervisor.

Refer students to counselors or external agencies as appropriate.

ADVISOR II - Page 2

File, type, print, copy and sort documents as needed.

Attend staff and other meetings as needed.

Perform other related duties as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervisor or administrator.

SUPERVISION EXERCISED

Employee may perform in a lead capacity directing support staff or student assistants as assigned.

MINIMUM QUALIFICATIONS

An associate's degree in a relevant field from an accredited institution and at least two (2) years of related experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

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

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

ADVISOR II - Page 3

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

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

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 accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, 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).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective 7/97; revised 12/99