

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2024**

BACHELOR PROGRAM ADVISOR

FLSA STATUS: EXEMPT - PAY GRADE: 17 – C

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Bachelor Program Advisor assists baccalaureate students and provides support and guidance ensuring students achieve their educational goals in a positive learning environment. This position facilitates bachelor program information sessions and other recruiting events, assists students when selecting a major, provides specialized support through the admissions process, reviews applications, interprets transcripts, determines admissions eligibility, renders admission decisions, facilitates student orientation sessions, counsels students on coursework selection and graduation requirements, runs queries in Campus Solutions, tracks student advancement towards degree completion, ensures timely communication to students on a wide variety of topics, and facilitates referrals to appropriate college resources to support students' academic success.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES *(Depending upon assignment)*

Provides academic advising, educational planning, and career counseling to bachelor program students in a manner consistent with the institutional goals and departmental policies and procedures.

Advises students on all facets of their College experience including bachelor program admissions, enrollment requirements, career exploration, orientation, academic planning, improvement of study skills, academic advising, internship opportunities and capstone enrollment. Gathers student data to monitor degree progression.

Assists with reviewing, interpreting and analyzing admissions applications, transcripts, and student records to determine program admissibility. Guides students through the application process, helps them gather required documentation, and submits program specific course substitution requests when necessary.

Analyzes student retention data and takes appropriate action to promote student success including case management of at-risk students.

Provides appropriate referrals for students who have life issues which impact their academic pursuits and provides targeted support services to special needs students. Proactively contacts students and communicates through a variety of modalities, including telephone, email, and appointments (in-person and virtual).

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Assists students with the review of their academic advisement report, creates a roadmap for efficient degree completion, and coordinates advising sessions at specific benchmarks.

Assists students with navigating and understanding the College website and student portal for important information, dates and deadlines and clarifies college policies and procedures. Promotes student workshops and highlights services that assist students with success in their academic pursuits;

Maintains accurate and detailed student records and collaborates with the program dean and other departments to resolve student issues. Participates on advisory committees, attends college fairs, recruitment events, and activities, and collaborates with external organizations to foster student success and recruitment opportunities.

Organizes orientation programs, meet-and-greets, open houses, and other informational events and ensures students stay informed and connected.

Serves as a Certification Specialist for specific programs (e.g., School of Education) and supports students with certification and licensing processes.

Performs other related duties, as required.

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 a regionally accredited college or university and three (3) years of related experience in advising or admissions.

PREFERRED QUALIFICATIONS

Master's degree from a regionally accredited college or university and three (3) 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 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: 12/2017

Revised: 10/16//24