

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2017**

**STUDENT ENGAGEMENT ADVISOR I**

**FLSA STATUS: NON-EXEMPT – PAY GRADE: 12 – C**

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

**GENERAL STATEMENT OF JOB**

The Student Engagement Advisor I serves as a general source of advice and information for students. Individuals in this position possess a general level of knowledge on a wide variety of topics in student success. These individuals develop this knowledge as an on-going process, attending professional development opportunities and trainings to ensure that they always deliver the most accurate information and best service to students.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Assists with the development of policies and programs to attract, retain, and promote a diverse student population; assists assigned area in implementation of educational programs and other programs to create community and enhance their appreciation for diversity and diverse populations; participates in the development, design, and production of various department printed marketing materials; ensures websites, social media, etc. are updated with current and accurate information; works within brand guidelines to create strong, innovative and memorable content; and maintains general knowledge of and advise students on all facets of their experience.

Responds to general student inquiry through a variety of communication methods; conducts general and benchmark specific advising on student success topics; conducts career goal exploration as needed; provides co-curricular advising; supervises assigned student employees; and arranges, plans, markets, and evaluates programs.

Assists students with learning and navigating the College website and student portal for important information and dates; assists with facilitation of college events including but not limited to orientation, open house and recruitment events, student life and engagement events, convocation, and graduation/commencement; assists with general processes related to all aspects of the student experience; accurately input and maintain related student records as appropriate; and perform related duties as assigned.

**SUPERVISION RECEIVED**

Supervision is received from the appropriate supervisory staff.

**SUPERVISION EXERCISED**

Supervision may be exercised over assigned student employees.

**MINIMUM QUALIFICATIONS**

Associate's degree from an accredited college or university and three (3) years of related experience.

**PREFERRED QUALIFICATIONS**

Bachelor's degree from an accredited college or university and three (3) years of related experience. Previous experience in student life and extra-curricular programming is preferred.

**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. Tasks 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.

## STUDENT ENGAGEMENT ADVISOR I – Page 3

**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: 5/2017