

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026**

ACADEMIC AND CAREER ADVISOR

FLSA STATUS: EXEMPT – PAY GRADE: 17 – C

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Academic and Career Advisor is a student services professional with a critical role in the College's student success initiative. The Academic and Career Advisor provides academic advising, educational planning, and career counseling to prospective, new, and continuing students. This position guides students through admissions, residency, enrollment, and registration processes; assists with degree and transfer planning; and supports career exploration and decision-making. This position educates students on academic requirements, policies, financial aid basics, and available campus resources. This position monitors academic progress, documents interactions, and provides referrals to internal and external support services to promote student retention, success, and timely completion.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provides academic advising to students on degree/program requirements, course selection, and progression toward educational goals across multiple modalities.

Guides students through admissions, residency, enrollment, and registration steps, ensuring completion of required documents and adherence to deadlines.

Develops Early Degree Plans and Academic Degree Plans collaboratively with students, ensuring accurate sequencing and alignment with goals.

Educates students on academic policies, placement requirements, financial aid basics, and key college processes that impact enrollment and progression.

Monitors student academic performance, conduct targeted outreach, and provide resources and referrals to support retention and degree completion.

Assists students with financial aid–related needs, including understanding requirements, troubleshooting issues, and supporting SAP appeal preparation.

Provides career exploration guidance by discussing students' interests, strengths, and program options to support informed decision-making.

Supports students in navigating college systems, including the student portal, website, and technology tools required for academic tasks.

Documents all student interactions accurately in advising systems to maintain records that support continuity of service.

ACADEMIC AND CAREER ADVISOR – Page 2

Participates in orientations, workshops, and outreach initiatives to support student onboarding, engagement, and overall success.

Actively engages students in planning, communicating, and evaluating the progress toward meeting their post-secondary goals, in an atmosphere of consensus building in which student input is valued and supported and decisions are in the best interest of the student.

Provides a positive experience to prospective, new, and current students in pursuing their educational goals which includes contact, admissions, advising, and other pertinent information.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

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

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited college or university and three (3) years of related experience.

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: 10/17

Revised: 1/23/26