



Job Title: Career and Academic Advisor

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 108
FLSA Status: Exempt
Remote Work Eligible: Yes

JOB SUMMARY

This position provides wrap-around services from student recruitment, through retention, and on to degree or credential completion and university transfer and workforce readiness. Responsibilities may include: helping students from their initial inquiry through application to the College; teaching new student orientation classes; guiding students' career decisions and class selection; tracking the advancement of students and providing case management and assistance for at-risk students; coaching students through administrative barriers; referring at-risk students to appropriate campus and community resources; and documenting student contacts through various electronic filing systems.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Provides professional-level counseling and advice for incoming and returning students on academic programs and progress, admissions, financial aid, internships, careers, study abroad programs, and/or other related programs.
- Advises students on degree pathways and course planning.
- May manage an assigned caseload of students including: creating individualized learning plans; solidifying major and career choices; and answering questions they have about their program of choice, enrollment, and transfer.
- Provides direct and comprehensive career counseling, advising, and student development guidance which includes: networking with employers and community leaders to obtain information on job opportunities and facilitate job referrals; initiating, creating, and coordinating programs designed to help students create award-winning resumes and cover letters, interviewing, job search skills, and/or other related items; and/or performing related duties.
- Develops, manages, and communicates resources through program promotions, class presentations, training sessions, and faculty and community partnerships.
- Coordinates new student support services and programs, including on and off-site course offerings, new delivery formats, and partnerships with community agencies.

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- Receives, reviews, and assesses student educational records/transcripts to maximize usability of incoming credit and efficient progress toward degree/credential completion.
- Tracks, compiles, and collects information and prepares related reports in assigned program area; maintains related databases.
- Monitors progress of assigned students; detects areas or patterns of concern; supports students of concern throughout the semester in mitigating academic and personal difficulties through College and community resources/referrals.
- Reviews ongoing progress toward degree completion, ensuring efficient and timely graduation and completion of necessary state mandated prerequisite coursework for transfer, or internships for post-graduation job-readiness.
- Advises students through the College-wide Virtual Advising office, providing courteous, timely, and easy access to expert information for students who cannot come to a physical campus.
- Markets career services events and opportunities including use of Workplace by Facebook, Handshake, WordPress, and emails.
- Delivers presentations on career-related topics to various College programs, classrooms, and community organizations to better inform them of the working world. (Ex. Interview prep, LinkedIn, Resume and Cover Letter Prep).
- Connects with students regarding career events, employer-student relationships, jobs, internships, and career connections.
- Assists with College recruitment efforts.
- May verify graduation eligibility.
- May assist with admissions and records; provide advice on transcripts/transfers; provide guidance on how to obtain official NACES translated transcripts for international students; assist dual-enrolled students to transfer from high school to College; provide information on College testing; and verify student status to employers and day care providers.
- May serve on assigned committees; attend applicable community functions; and assist with related College events.
- Consistently researches SPC academic programs and processes as well as other local colleges.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree; three (3) years of related work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- College programs, majors, and course selection;
- Career paths;
- Communication strategies;
- College admission/transfer processes;
- Student service operations;
- General student resources such as tutoring, bookstores, paying tuition, payment plans, etc.;
- Applicable community resources;
- Public relations principles;
- Customer service principles; and
- Computers and related software applications.

Skills in:

- Planning;
- Speaking in public;
- Using online/social media communication;
- Providing customer service;
- Using database systems;
- Preparing presentations;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned workers, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Prioritize; and
- Monitor progress.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	

Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

TYPE OF WORK

Work performed is primarily:

- Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including night and weekends.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.