



Job Title: Senior Student Support Counselor

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 109
FLSA Status: Exempt
Remote Work Eligible: No

JOB SUMMARY

This position focuses on coordinating professional-level support services to students (local, out-of-state, international) and prospective students in single areas or across a number of disciplines that may include admissions, financial aid, academic advising, career services, study abroad, honors College, and disability services. In addition to providing student support services, this position is responsible for: developing internal and external partnerships to enhance services; conducting program assessment and evaluation to ensure effective delivery of services; making referrals for resources to assist in the students' career and educational success; supervising assigned workers; and serving as a liaison between high schools, students, employers, and the College.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Provides professional-level counseling and advice for incoming and returning students on academic programs and progress, financial aid, internships, careers, study abroad programs, and/or other related programs.
- Coordinates assigned program and/or service, ensuring alignment with overall University goals, policies and procedures.
- Coordinates Department functions and/or services which may include: implementing new initiatives to address student needs; managing admission, registration and graduation process; and developing, monitoring and refining outcome metrics.
- Develops, manages, and communicates resources through program promotions, class presentations, training sessions, and faculty and community partnerships.
- Develops new student support services and programs, including on and off-site course offerings, new delivery formats, and partnerships with community agencies.
- Tracks, compiles, and collects information; prepares related reports in assigned program area; and maintains related databases.
- Participates in College recruitment activities.

- May manage the receipt and processing of admissions applications for related baccalaureate programs; identify students in Associate programs qualifying for admission to a baccalaureate program.
- Maintains database for assigned programs tracking statistics, gathering data, and writing report.
- May work in partnership with Deans to determine admission exceptions for candidates who do not fully meet admissions requirements; notify applicants of provisions for admission (e.g., any prerequisite coursework required to take in first term).
- Develops, manages, and communicates resources through program promotions, class presentations, training sessions, and faculty and community partnerships.
- Advising students on academic, finance, or career issues.
- May prioritize and assign work to assigned staff; monitor the performance of that staff; train staff on work methods and procedures; and participate on staff evaluations.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree (some positions required higher education); five (5) 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:

- Supervisory principles;
- Applicable student support programs, academic advising, and/or related programs;
- Program development and program management principles and practices;
- Customer service principles;
- Career planning principles and practices;
- Community networking principles and practices;
- Applicable federal, state, and local laws, rules, regulations, policies, and procedures;
- Diverse populations and cultures;
- Recordkeeping principles; and
- Computers and related software applications.

Skills in:

- Planning and developing programs;
- Advising students;
- Providing customer service;
- Promoting services;
- Researching service delivery methods;
- Maintaining records;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Prioritize and assign work; and
- Monitor and evaluate employees.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Holds or be eligible for a Florida Department of Education certificate in school counseling as specified in Administrative Florida Department of Education Rule 6A.4.0181, which requires a master's degree or higher in guidance and counseling or counselor education.

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.	<u>X</u>
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.	<u>X</u>	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.	<u>X</u>	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.	<u>X</u>
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.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.		Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	
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.	<u>X</u>	Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	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 nights and weekends.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

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.