



**Job Title: Student Support Counselor**

## **CLASSIFICATION DESCRIPTION**

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**Department:** Varied  
**Pay Grade:** 108  
**FLSA Status:** Exempt  
**Remote Work Eligible:** No

## **JOB SUMMARY**

This position provides professional-level counseling, advising, and student development guidance for incoming, current, and returning students on admissions, financial aid, academic programs, internships, careers, disability services, and/or other related programs. Duties may also include: conducting assessments, interacting with businesses and the community, utilizing articulation information, and making referrals for additional resources.

## **DISTINGUISHING CHARACTERISTICS**

N/A.

## **ESSENTIAL JOB FUNCTIONS**

- Counsels a diverse student population via (walk-ins), phone, AskFAS email queue, and through weekly Virtual Advising appointments on various topics related to federal financial aid.
- Facilitates career exploration support services to develop student awareness of CTE opportunities and related articulation.
- Collaborates with others to implement job-readiness activities outside of the classroom.
- Initiates, creates, and coordinates programs designed to help students create resumes and cover letters, interviewing and job search skills, and/or other related items.
- Assists with student aid applications, ensuring the student is accurately packaged for federal aid based on these adjustments.
- Intakes and reviews SAP (Satisfactory Academic Progress) appeal paperwork for students not satisfying all requirements or losing eligibility with the hope of becoming or restoring eligibility.
- Facilitates career exploration support services to develop student awareness in related career fields.
- Collaborates with others to implement job-readiness activities outside of the classroom and cocurricular activities.
- May manage, maintain, and staff the Career Center on campus.

- May deliver classroom and virtual presentations each semester, leading discussions on FAFSA completion, scholarship opportunities, remaining financial aid eligible, and offering overall tips on financial wellness to College students.
- May collaborate with colleagues and supervisor to execute successful and engaging on-campus financial wellness events.
- May assist in identifying, facilitating, creating, promoting and maintaining articulation agreements.
- May confirm accuracy of financial aid refund disbursement amounts.
- Develops, manages, and communicates resources through program promotions, class presentations, training sessions, and faculty and community partnerships.
- Tracks, compiles, and collects information; prepares related reports in assigned program area; and maintains related databases.
- Remains educated on various program requirements.
- Participates in departmental initiatives as-needed.
- 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:

- 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**

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)

<b>Physical Activities</b>		<b>Physical Activities</b>	
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.	
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.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
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.	<u>X</u>
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 nights and weekends.

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

Work is performed in a relatively safe, secure, and stable work environment.

*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.***