



Position Title:	Career Advisor	Job Code:	3603
Reports To:	Chair, Dean or Director	Job Group:	PENC
Department:	College-wide	Salary Grade:	12
Prepared By/Date:	Jennifer C. Brito/07-07-2009	FLSA Status:	Exempt
Approved By/Date:	College-wide		
Revised:	Donna French/11-08-2011		

Summary:

This position assists students with defining and clarifying their educational and career goals and resolving issues related to transitioning into higher education.

Essential Duties and Responsibilities:

- Provides career advising, counseling and coaching sessions in person, by telephone and via email to students, instructors and staff
- Works closely with students to identify and refine educational and career goals and provide ongoing advisement to those students
- Informs students of career tools available from the Florida Department of Education and other resources
- Assists students with creating, following, and adjusting their individualized educational plan (IEP)
- Administers and interprets career assessment instruments
- Designs and implements comprehensive career services programs for students
- Develops and facilitates workshops related to advisement, career exploration, transfer process and employability skills
- Participates in scheduled training activities and workshops
- Develops tools for measuring departmental activity and success, and participates in continuous improvement initiatives to promote retention and educational continuity
- Serves as a liaison between the College and the business community by establishing/identifying students opportunities in the form of apprenticeships, internships, part and/or full time employment
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Proficiency in Microsoft software applications
- Ability to work independently and meet deadlines
- Knowledge of academic advising and career development principles and practices
- Knowledge and understanding of College organization, goals and objectives, and policies and procedures
- Familiarity with the student information system
- Ability to establish and maintain effective working relationships with academic departments, faculty, staff, students, and the local community
- Effective communication skills both orally and in writing
- Ability to effectively present information in one-on-one and small group situations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form

- Ability to establish and maintain effective public relations
- Ability to work a flexible schedule to include evening and weekend assignments
- Ability to work effectively in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in an appropriate field and three (3) years of related experience recruiting and advising students

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name