



Position Title: Part-Time School of Education Case Manager/Advisor

Job Code: 8311

Reports To: Program Manager

Grade: CT

FLSA: Exempt

Job Description:

The Part-Time School of Education Case Manager / Advisor will be responsible for outreach, recruitment, orientation, intake, assessment, transcript evaluation, and advisement activities leading to enrollment of a prescribed number of individuals in the School of Education programs. This individual will also be responsible for operating one or more SOE Advisement Centers of the MDC campuses.

Duties & Responsibilities:

- Assists clients/participants with career and school selection process, and in developing an educational plan
- Conducts case management activities, including maintaining an individual student database
- Assists students to define and clarify their educational goals, recommends courses and programs of study for new, continuing and transferring, certification and recertification students
- Maintains and protects the privacy of program participants and their files, electronic or paper, in compliance with the U.S. Department of Education requirements
- Maintains accountability for assisting a prescribed number of students to overcome barriers to the School of Education programs, the admission application process (paper and online) and follow up for retention purposes
- Attends all in-house and external School of Education training workshops
- Represents the School of Education at College and Miami Dade Community fairs to recruit students for the SOE programs
- Conducts educational and career counseling workshops
- Provides general information and answers calls regarding SOE programs and course offerings
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree in appropriate field from a regionally accredited institution and three (3) years of related work experience in Counseling, Social Work, Education or Advisement
- Experience teaching K-12 or at the College level preferred
- Must possess excellent oral and written communication and office management skills
- Must possess strong computer skills (Microsoft Office)
- Knowledge of SOE (School of Education) MDC Applications desirable
- Excellent interpersonal skills
- Ability to work independently with minimal supervision
- Must be able to travel to other College campuses, other educational institutions and

outreach centers as required by the position

- Must have the ability to work in a multi-cultural/multi-ethnic environment, and with socio-economically disadvantaged individuals

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name