

## NFC Job Description

**Job Title:** Academic Advisor  
**Department:** Student Services  
**Reports To:** Director of Recruitment, Advising, and Retention  
**FLSA Status:** Exempt  
**Prepared By:** HR Department  
**Prepared Date:**  
**Approved By:**  
**Revised Date:** April 12, 2022

### SUMMARY

This position provides academic advisement in the Advising Suite in Building 2. Academic Advisors meet with every new academic student and provide insight and guidance for students throughout their coursework at North Florida College.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Below are listed the primary tasks identified for this position. The duties articulated though not exhaustive, indicate the majority of the functions assigned to this position. *Other duties may be assigned based on institutional need.*

Must have personal and educational philosophy compatible with the goals, objectives, and mission of North Florida College.

1. Provide academic advising and career advice to students, to include:
  - Expectations of college students
  - Course descriptions
  - Information on specific academic programs and degrees
  - Devising Academic Success Plans
  - Counseling and management of withdrawal from classes
  - Advise regarding grade point average requirements
  - Providing explanation of exempt/non-exempt status
  - Composing 'unofficial' graduation checks for students
  - Guiding students to map a major, transfer institution and career pathway
  - Provide informational assistance in transfer to a university
  - Appropriately enter data and information for records
  - Manage time appropriately in each advising, recruiting, or group meeting
2. Act as a liaison with other departments/programs to provide a variety of college informational resources regarding Academic Advising and changes to degree/program requirements.
3. Maintenance of records associated with advising activities.
4. Advocating student success through motivational input and encouragement for participation in campus clubs and activities.
5. Serve on appropriate campus committees.

6. Assist with New Student Orientation and/or appropriate workshops as needed.
7. Participate in Recruitment functions throughout the North Florida College service district. Occasional weekend work may be required.
8. Assist with the campus Retention Committee as available, as well as other Retention functions as required.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree from an accredited college or university. The academic advisor must be committed to the mission of North Florida Community College.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals using Microsoft Office programs including Power Point. Ability to effectively present information and respond to questions from groups of managers, clients, students, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **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 regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee frequently is required to stand and walk. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate.