



### NORTH FLORIDA COLLEGE

<b>Job Title:</b>	Career and Transfer Advisor
<b>Department:</b>	Advising and Retention
<b>Reports to:</b>	Director and Advising and Retention
<b>FLSA Status:</b>	Exempt (Professional)
<b>Prepared by:</b>	Academic and Student Affairs
<b>Approved by:</b>	Employee Services
<b>Revised date:</b>	

### SUMMARY

This position provides career insight and exploration for students and potential students through the NFC Career & Transfer Center. The Career & Transfer Counselor will also facilitate Transfer events, strengthen partnerships with universities, and assist students in developing transition plans in preparation of completed NFC degree or certificate programs and courses.

### 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.

#### General Duties and Responsibilities:

1. Help students understand the responsibility and ownership of career pursuit and choice of major.
2. Empower students to make reasoned major/career choices and develop realistic implementation plans.
3. Assist Director in leading actions and planning in the Career and Transfer Center.
4. Assist Director in promoting the Career and Transfer Center at high schools as a Recruiting Tool.
5. Maintain student plans in Degree Works.
6. Provide enthusiastic and friendly customer service for visitors of the Career and Transfer Center both in person and virtually.
7. May support Academic Advising as necessary during peak times of Advising/Enrollment.

#### Career Advising:

1. Provide career counseling to students and potential students.
2. Meet with area employers to discuss needs and potential training opportunities.
3. Plan and implement a career counseling strategy with multiple students.
4. Increase student participation in Career services through a variety of outreach methods.



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5. Improve student preparedness for job search activities and professionalism in the workplace.
6. Coordinate Career Counseling activities and advising.
7. Work directly with Career and Workforce Education program faculty and staff to coordinate job search assistance, resume and cover letter reviews, and other career preparation opportunities for students.

#### **Transfer Advising:**

1. Assist in developing training and professional development for Academic Advisors related to Career and Transfer Advising.
2. Promote and facilitate working relationships with Admissions/Advising/Program staff at transfer institutions and universities.
3. Stay current on Florida Common Prerequisites and My Florida Shines information
4. Participate in Transfer events at other institutions as needed.
5. Schedule and complete Transfer Advising meetings with students that have completed 30 or more credit hours.
6. Interact with the Office of Institutional Effectiveness on tracking and evaluating the successful transfer of NFC Students after graduation.
7. Serve as liaison with Academic Affairs on course needs for appropriate transfer to universities.

#### **SUPERVISORY RESPONSIBILITIES**

This job has currently 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 and five (5) years related experience are required. Master's Degree is preferred.

#### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

#### **MATHEMATICAL SKILLS**



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Ability to calculate figures and amounts such as gross expense, gross receipts, net expense and net revenues.

#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

#### **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 is occasionally required to stand, walk, and sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 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 work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.