INDIAN RIVER STATE COLLEGE
POSITION DESCRIPTION

POSITION TITLE: Advisor Specialist I

LOCATION: Main Campus – Fort Pierce

SUPERVISOR: Dale Hayes, Chair of Instructional Advisement
Steven M. Payne, Associate Dean of Educational Services

VICE PRESIDENT: Mary G. Locke, Ph.D., Vice President of Instructional Services

CLASSIFICATION: Full Time Support

SUPERVISORY: No

FLSA STATUS: Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

- A Bachelors degree and relevant related work experience;
- A working knowledge of the role of student services in a state college setting;
- Excellent written and verbal communication skills; must be student oriented;
- Have the ability to work with a diverse student population;
- Exhibit sound judgment and discretion in working with students, discretion in working with confidential information and student records, and the general public;
- Ability to maintain strict accuracy and be detail oriented;
- Ability to work independently with minimal supervision and be self-motivated;
- Proven knowledge of Microsoft Office and Windows based computer applications;
- Be willing to handle routine tasks, special projects/assignments;
- Must be student oriented;
- Ability to support the goals and objectives of Indian River State College.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities for this position include, but are not limited to:

- Counseling and advising students in program planning and course selection;
- Assisting in division and college activities related to recruitment, registration, retention and completion;
- Working with local public and private schools in support of dual enrollment;
- Assisting with departmental projects in enhancing the success of students.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The primary duty of the Advisor Specialist is the academic advisement of students and directing students in their academic planning.
POSITION TITLE: Advisor Specialist I

SPECIFIC DUTIES AND RESPONSIBILITIES (Cont.):

The specific duties and responsibilities for this position include, but are not limited to:

1. Developing program plans for an assigned caseload of degree seeking students.
2. Conducting formal evaluations of transfer credit from post secondary institutions. Reviewing and awarding credit based upon state guidelines for CLEP, AP, AICE and IB exams. Entering awarded credit in the Mariner student information system.
3. Instructing students in the variety and usage of online services at IRSC.
4. Providing support and resources to students in the planning and achievement of educational and career goals.
5. Referring students to appropriate institutional and community support services.
6. Assisting with training of new advisors and staff, both at the main campus and other campuses. Assisting with the update of written procedures pertaining to specifically assigned tasks.
7. Completing special reports/projects for the Division Dean and Department Chair.
8. Reviewing degree audits as a part of the development of program plans, also to ensure that students are on track to graduation.
9. Providing students with an understanding of 2+2 articulation to the state university and college system.
10. Reviewing graduation and commencement applications.
11. Assisting Home Education and private school students/parents in the Dual Enrollment process.
12. Handling telephone and e-mail inquiries.
13. Participating with team members in recruitment activities.
14. Performing other duties and responsibilities as assigned by the Dean of Educational Services or the Department Chair.
15. This position requires working until 6:30 PM one evening per week and multiple evenings during peak registration.

ESSENTIAL PHYSICAL SKILLS:

This position requires an ability to sit, stand, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of twenty-five (25) pounds. It also requires manual dexterity to operate standard office machines, such as, copier, fax, calculator, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This position description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated into permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.

________________________________  __________________________________  ________________
Applicant/Employee Printed Name  Applicant/Employee Signature  Date