



## Classification Description

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**Job Title:** Campus Coordinator, Academic Advising and Community Outreach      **Pay Grade:** 112

**Job Code:** 4039      **FLSA Status:** Exempt

### **Job Purpose**

Under the supervision of their respective Campus Director, and in concert with the Directors of Academic Advising and Admissions, this position is responsible for supporting the advising and recruitment operations at their designated campus. The Campus Coordinator assists Campus and College leadership with community outreach advising efforts, projects, and initiatives. In consultation with the direct supervisor, duties will be apportioned within two general areas: community advising outreach and proportionally adjusted caseload advising. This position sets the tone for a student-centered, high performance culture that emphasizes excellence in service, quality, productivity, and standards.

### **General Responsibilities**

#### **Essential Functions**

Under the supervision of the Campus Director and the Director, Academic Advising, supports campus advising activities, including student advising workshops and the efficient operation of advising scheduling and walk-in advising services.

Elevates operational issues or questions within campus advising to the Campus Director and assists in developing solutions, improvements, and refined or new procedures to increase advising efficiency and effectiveness.

Under the direction of Campus and College leadership, serves as a liaison and advances initiatives to strengthen engagement between academic advising, other campus constituencies, the local K-12 school system, and community organizations and businesses.

In coordination with Office of Admissions personnel and the Campus Director, assists in the delivery of in-person and virtual public presentations to parents and prospective students and participates in on-and off-campus recruitment events to support campus recruitment efforts.

Provides comprehensive academic, career, and transfer planning services for students from their initial contact with the College to the completion of their program. Such activities include engaging prospective and current students with academic planning assessments, interpreting those assessments, assisting students in developing an educational plan that addresses their interests, skills, and abilities, and clarifying their career, major, and academic goals.

Develops advising materials and presentations to support individual and group student sessions.

## **CAMPUS COORDINATOR, ACADEMIC ADVISING AND COMMUNITY OUTREACH**

Under limited supervision, manages an assigned caseload, including general and special populations of students. Identifies and delivers strategies for students to enhance their experience and contribute to improved retention and graduation rates for FSW students.

Reviews degree evaluations, transfer credits, College placement test results, and other available information to assist students in creating an education plan that fulfills their selected program's requirements. Provide students with academic progress and work/life/study balance strategies.

Through their work with students, supports the directives and goals of Dedicate to Graduate (D2G) to increase student degree and credential attainment.

Communicates effectively with assigned students to keep them connected, informed, and engaged in an open conversation while maintaining a supportive relationship that promotes a positive College learning environment.

Communicates information about FSW's Academic and Career Pathways to students, helps students with the selection of an appropriate Pathway, and facilitates conversations and activities to help students explore the Pathways and refine their intended academic and career goals.

Performs proactive outreach to assigned students at specific intervention points and milestones to evaluate student development based on the measurement of student-learning outcomes.

Provides success strategies and resources to students identified as at-risk based on pre-enrollment student success indicators and/or early alert submissions from staff or faculty.

Utilizes technology to track and assess student progress towards program completion. Interprets career assessments to assist students with career exploration and education planning.

Accurately disseminates information in a clear and concise manner, maintains detailed and accurate records, and provides appropriate referrals.

Responds to student questions and requests in a timely manner in-person and via e-mail, telephone, online chat, and video conferencing.

May prepare and facilitate group advising sessions as well as other group presentations.

Assists with the facilitation of transfer opportunities to help students reach their educational goals.

Assists with the planning and implementation of various department events and workshops, such as, but not limited to, new student advising workshops and the College-wide Transfer Fair.

Participates in planning, implementing, and evaluating the academic advisement program's goals, objectives, and student learning and developmental outcomes.

Understands and stays abreast of changing institutional policies and College operating procedures, including admissions requirements, new programs, course changes, deadlines, important dates, costs, expanding facilities, updates in College-wide initiatives, transfer requirements, and state and federal mandates.

## **CAMPUS COORDINATOR, ACADEMIC ADVISING AND COMMUNITY OUTREACH**

Seeks out opportunities to participate in College-sponsored professional development activities.

Maintains and remains current in knowledge of and best practices in academic advising through participation in department and College-provided training sessions.

Serves as a liaison and fosters intentional relationships and partnerships with other advisors, offices, Colleges, and departments.

Serves as a resource for faculty/staff.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Bachelor's degree from a regionally accredited institution of higher education preferably in counseling, education, social field, or related discipline.

Four (4) years of full-time professional related work experience to include at least one (1) year as an Academic Advisor in a college or university setting.

Personal and educational philosophy compatible with the goals, objectives and missions of Florida SouthWestern State College.

Demonstrated experience using a personal computer, office and enterprise software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.

## **CAMPUS COORDINATOR, ACADEMIC ADVISING AND COMMUNITY OUTREACH**

- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.
- Speak publicly to large and small groups of students or colleagues.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: July 18, 2022. Revised: July 1, 2023.