



Classification Description

Job Title: Student Success Advisor II, Intercollegiate Athletics **Pay Grade: 113**

Job Code: 3674 **FLSA Status: Exempt**

Job Purpose

The Student Success Advisor II, Intercollegiate Athletics provides direct service, support, and developmental advising to student-athletes participating in NJCAA sponsored sports at Florida Southwestern State College. The Student Success Advisor II, Intercollegiate Athletics will act as the primary point of contact for all academic interests related to the student athlete population, including issues related to admissions, registration, advising, athletic compliance, satisfactory academic progress, transfer eligibility, faculty progress reporting, and more. This position sets the tone for a student-centered, high performance office that emphasizes excellence in service, quality, productivity, and standards.

This position has reporting lines through the Office of Academic Advising and the Department of Athletics. The Student Success Advisor II, Intercollegiate Athletics aids student decision making by providing options that are in the best interest of the student's development, retention, and completion, which are in accordance with College policies, procedures, and mission.

General Responsibilities

Essential Functions

Under limited supervision, manages an assigned caseload of FSW student athletes. Identifies and delivers strategies for athletes to enhance their experience and contribute to improved retention and graduation rates at FSW.

Provides comprehensive academic, career and transfer planning services for student athletes from the time of their initial contact with the College to completion of their program. Such activities include engaging prospective and current students with academic planning assessments, and interpreting those assessments, and assisting students in the development of an educational plan that addresses their interests, skills and abilities, and assisting students in clarifying their career, major and academic goals. Develops advising materials and presentations to support individual and group advising sessions.

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Refers student athletes to College resources to promote academic success, and in collaboration with the athletic coaching staff, aids student-athletes in making responsible decisions by providing options that are in the best interest of the student athlete's development, retention and completion and in consideration of their athletic eligibility and athletic transfer eligibility.

Provides advice and guidance to prospective student athletes during recruitment visits and through the FSW admission and acceptance process. Includes working with campus constituents in Admissions, Housing, Financial Aid, and Auxiliary Services to ensure timely submission of materials and the ability to post athletic aid promptly.

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.

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. Provides students with strategies related to academic progress and work/life/study balance.

Maintains in-depth knowledge of NCAA two-year transfer eligibility regulations for both non-qualifiers and qualifiers to assist student-athletes as they transfer from NJCAA to DI, DII, or DIII athletic programs.

In collaboration with the athletic compliance officer, completes eligibility tracer forms to allow for a student athlete's successful transition from a two-year to a four-year institution.

Communicates effectively with 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 effectively with coaching staff and athletic constituents to keep them abreast of academic policies, procedures, College changes and individual student athlete concerns.

Acts as the sole athletic liaison to College faculty and staff on matters related to student athlete academic performance and behavioral expectations. Responds to concerns raised through faculty progress reporting in a timely and efficient manner.

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.

Schedules space for and maintains a regular student-athlete study environment for student-athlete study tables with the assistance of trained study hall monitors.

Recruits and trains volunteer tutors/mentors to assist student-athletes in academic planning and course study during student-athlete study table hours.

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Facilitates scholarship student-athlete book distribution (including book exchanges related to added/dropped classes) at the start of each academic term and scholarship student-athlete book return at the end of each academic term.

Prepares team travel letters and helps faculty keep abreast of changes to university sport calendars that may impact student-athletes' missed class time.

Assists with the planning and implementation of various department events and workshops, such as new student athlete orientation and College department fairs and more.

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.

Assesses a student-athlete's need for summer aid based on timely degree completion.

Creates a culture of high academic standards and resolute integrity among the student-athlete population.

Generates weekly coaches' reports, monthly Athletic Director reports and term GPA reports to ensure that student-athletes are meeting academic expectations.

Participates in the planning, implementation, and the evaluation of the academic advisement program's goals, objectives, and student learning and developmental outcomes.

Provides leadership and support to the Division's professional development committees.

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.

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.

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

Serves as a resource for faculty/staff.

This position is identified as a “Responsible Employee” for purposes of Title IX; and Responsible Employees will participate in annual training relating to the responsibilities associated with this classification.

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

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

One (1) year of full time professional related work experience.

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.
- Make presentations in front of various group sizes
- 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.

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- 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: August 30, 2016. Revised: August 23, 2021, July 14, 2022, January 20, 2023 and July 1, 2023.