Job Title: Student Advisor/Generalist/Testing Support - Middle Keys

GENERAL DESCRIPTION
The Student Advisor/Generalist/Testing Support position is responsible for assisting students with selection of appropriate academic programs and courses to meet their academic and occupational needs, providing assistance to students in the enrollment process, and assisting students in exploring careers, evaluating academics abilities and setting goals. This position assists with the student activity program including planning social, cultural and recreational events for all FKCC students. Work is performed under the general supervision of the Director of Student Advisement and Engagement.

ESSENTIAL JOB DUTIES
1. Assists students with academic and career planning: identifies the educational career options appropriate for each student and assists with the analysis of each option, including possible outcomes and their implications.
2. Assists with registration, testing, and recruitment; provides guidance in course selection in keeping with the students' interests, values and abilities.
3. Administers the Florida College Entry-Level Placement Test as needed for the Middle Keys.
4. Assists with the administration of national standardized tests, as the ACT, CLEP, DANTES, GRE, LSAT, etc. as requested, which sometimes requires proctoring or supervising tests on the weekends.
5. Discusses placement test results with student, and advises them of available services for the purpose of assisting them in making program decisions and course selections.
6. Advises students planning to transfer prior to or after completion of an Associate's degree by maintaining current information pertaining to specific requirements at the state universities and other transfer institutions.
7. Monitors Center programs including scheduling, instructor support, orientation, testing and student interaction.
8. Monitors office supply inventory and ensures that supplies are in stock, orders office supplies and equipment.
9. Participates in preparatory programming/support services and AA/AS/AAS workshops as requested.
10. Monitors technology and reports issues to IT immediately via helpdesk request.
11. Conducts local recruitment activities and presentations as requested.
12. Conducts workshops or presentations for students pertaining to career assessments, goal setting study skills, time management, stress management, values clarification, etc.
13. Serves on various standing committees as requested.
14. Advises students that need to complete service hours for scholarship benefits.
15. Provides clerical support as requested to staff at the Upper and Middle Keys Centers.
16. Performs office management functions and coordination, secures details of specialized information and provides information regarding the services and operation of the unit.
17. Keeps appointment calendars and schedules appointments. Receives and screens calls and refers callers to other employees. Functions as office receptionist. Takes notes and minutes of conferences, meetings and functions.
18. Sets up and maintains specialized office files using the electronic e-file system. Files
admission applications, registration forms, reports, and other related student documentation.

19. Types using word-processing software for letters, forms, reports, schedules, manuals, booklets, requisitions, purchase orders and related paperwork.

20. Participates in efforts, activities and responsibilities with regards to SACS accreditation and reaffirmation.

21. Assists in all College recruitment & retention efforts as appropriate.

22. Required to attend Graduation/Commencement ceremonies.

23. Additional 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 marginal duties as required.)

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of the organization and operation of the Students Affairs area (registration, testing, advising, admissions, etc.) and of the various academic and vocational programs offered.
- Knowledge of the College policies and procedures for students and staff.
- Ability to develop and present educational workshops and or programs.
- Ability to handle confidential matters judiciously.
- Ability to deal with complex set of statistical data in reporting results of various exams.
- Ability to analyze facts and exercise judgment in arriving at valid conclusions.
- Ability to plan and organize diverse and simultaneous projects.
- Ability to communicate clearly and effectively with a variety of people both verbally and in writing, including by telephone.
- Ability to establish and maintain positive working relationships with other employees.
- Ability to handle highly confidential testing materials efficiently, and in a manner that guards their security.
- Effective educational and career advisement skills.
- Skill in operating a computer and various supporting software packages.
- Ability to perform basic math calculations.

**EDUCATION AND QUALIFICATIONS:**

- Bachelor's degree from an accredited institution in a related area.
- Two years experience in higher education or related experience required.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications)

**SALARY:** $36,825- $40,503 annualized

**CLOSE DATE:** Open Until Filled

**TO APPLY:** Submit all materials electronically: erika.macwilliams@fkcc.edu

Employment Consideration Requirement: Completed FKCC Application Form, Cover Letter, Resume and Official Post-Secondary Transcripts (Copies Acceptable, if applicable).

Florida Keys Community College is an equal access/equal opportunity institution. Discrimination/harassment on the basis of color, race, ethnicity, genetic information, sexual orientation, religion, gender, age, national origin, marital status or disability in admission to, or employment in, its education programs or activities is prohibited. Please report any form of discrimination/harassment immediately to the College’s Equity Officer, Shadrach Neiss, Human Resources, 5901 College Road, Key West Florida 33040, (305) 809-3248 or to the Office for Civil Rights of the U.S. Department of Education.