



HLC Accreditation Evidence

- FR/FL Advisement Coordinator

URL:

Office of Origin:

- Vice President of Instruction

Contact(s):

- Dean of Military Academics, Technical Education, and Outreach Programs
 - Director of Military Student Services/Military Academic Services

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| 5 | Performs other duties as needed or assigned. | (N) Nonessential |
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100% (Percent of time must total 100 %.)

Expectations:

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| 1 | Demonstrate commitment to the highest ethical standards of professional practice, as well as personal and professional integrity. |
| 2 | Maintain accurate information regarding degree and graduation requirements for students within graduation range. |
| 3 | Evaluate Academic Advisors' performance to ensure proper advising and customer service is being provided to students. |
| 4 | Practice continuous collaboration with Advisement Coordinator A to ensure provision of consistent advisement information and service. Ensure academic advisors and customer service representatives are aware of requirements. |
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Knowledge and Skills:

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| *Experience: | Six months to two years of similar or related experience. |
| *Education: | A Bachelor's degree. |
| *Interpersonal Skills: | Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation. |
| Other Skills: | Organization and follow-up skills . Effective communication skills, both oral and written. Ability to analyze and solve problems, and manage multiple customer/student needs while providing excellent customer service. |

Physical Safety/Working Environment:

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| *Physical Safety: | The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work. |
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| <p>*Working Environment:</p> | <p><input checked="" type="checkbox"/> Regular exposure to favorable conditions such as those found in a normal office or classroom.</p> <p><input type="checkbox"/> Occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings.</p> <p>Regular exposure to unfavorable environments such as:</p> <ul style="list-style-type: none"><input type="checkbox"/> weather<input type="checkbox"/> body fluids<input type="checkbox"/> toxic laboratory<input type="checkbox"/> industrial chemicals<input type="checkbox"/> confined locations<input type="checkbox"/> dirty and noisy locations <p>Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.</p> |
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*Information copied from the results of the Compease Salary Administration software.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.