The Position Description is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and non-classified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

EXAMPLE

|  |  |
| --- | --- |
| **Position: 00016949 - Academic Advisor II** | |
|  | |
| **Position Effective Date: 11/7/2014** | |
|  | |
| **Employee Name: Jackson, Brenda** | |
|  | |
| **Department: 0-1000-000 - College** | |
|  | |
| **Classification Details** | |
| Job/Classification: | 4425 - Academic Advisor II |
| Salary Plan: | 21 - Administration |
| Job Function: | Academic & Student Services |
| Salary Band: | E - Band E |
| Supervisor Level: | Counselor/Advisor |
| FLSA: | Professional |
| CBU: | 29 - Unassigned - A&P and Faculty |

|  |  |
| --- | --- |
| **Position Description Details** | |
| FTE and Standard Hours: | 1.000 / 40.00 |
| Full/Part-time: | Full-Time |
| Regular/Temp(time-limited): | Regular |
| Position’s Campus Phone Number: | 813/974-2970 |
| Position’s Campus Mail Point: | SVC 2172 |
| Reports To/Supervisor Title: | 0000001 Assistant Director – John Doe |

|  |  |
| --- | --- |
| **Position Summary** | Responsible for advising students who have declared a major within a specific department in the College. Works collaboratively with the Academic Advising staff, academic departments, Office of Orientation, Student Affairs and the other colleges at USF. As a professional employee, the person must be willing to work beyond normal business hours to serve student needs especially during peak times (registration and orientation). Expected to work on behalf of undergraduate students, a specific department, CAS, and the greater good of the USF community. |
| **Organizational Unit** | The person serving in this position will be part of the college advising community that includes departmental advisors and undergraduate students. |
|  | |

|  |  |  |
| --- | --- | --- |
| **Duties/Responsibilities** | **%** | **Essential** |
| Provide timely and accurate academic advising for students (FYS as well as transfer) in specific majors. Make recommendations regarding issues such as course selection and hours taken per term based on student's professional goals, interests, and previous academic performance. Perform basic statistical analysis and other mathematical calculations pertaining to advising (e.g., GPA and weighted averages, etc.) | 50 | Yes |
| Interpret and formulate SUS/USF policies and procedures as related to student advising. Assist in conducting small and large group sessions with students--face to face and via the web--to analyze progress toward completion of academic work requirements at the university, ensuring that sutdents are properly informed regarding specific requirements that must be met for graduation. | 20 | Yes |
| Facilitate FYS students' pre-registration. Assist in conducting advising portion of orientations. Evaluate IB/AP/CLEP scores and previous academic work of FYS and transfer and preparatory/remedial students to insure proper placement in USF courses and to determine how course work can be applied toward satisfying academic work at USF. Communicate and clarify the results of evaluations to individual students or potential students. | 15 | Yes |
| Assist with the development and implementation of retention programs that provide the necessary resources to assist students (FYS and transfer) in achieving academic success and retaining them at USF. This includes outreach to students regarding midterm grades and academic standing, participation in midterm and registration workshops, and monitoring first and second semester registration of all departmental FYS; development and production of advising materials for students both via the web and paper form. Collaborate with others to collect and interpret data on in-coming students to plan for retention programs. Develop, implement and produce various advising materials for students and advisors, and assist in designing Orientation. | 10 | Yes |
| Other duties as defined by department, college, or university officials. | 5 | Yes |
|  | | |

|  |
| --- |
| **Positions Reporting To This Position** |
|  |

|  |  |
| --- | --- |
| **Compliance** | **Required** |
| Administrator Training for Child Abuse Reporting | No |
| Campus Security Authority | No |
| Code of Conduct for Financial Functions | No |
| Responsible Employee for Title IX | No |
|  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Responsibility for Financial Transactions** | | | | | |
| Employees of USF and USF related entities performing assigned functions with financial and/or budgetary responsibilities and/or having access to financial information and/or assignment of accountable officer responsibilities are required to sign a Code of Conduct for Financial Functions upon commencing employment. | | | | | |
|  | Responsible for preparing and/or developing financial transactions for approvals by others. | Responsible for managing and/or reconciling financial transactions. | Responsible for electronic approval of financial transactions. | Has signature responsibility for approving financial transactions. | Indicate the approximate combined amount of money for which this position has some financial responsibility on an annual basis: |
| Budgetary Authority | No | No | No | No |  |
| Financial Spending Authority | No | No | No | No |  |
|  | | | | | |
|  | | | | | |

|  |  |
| --- | --- |
| **Education/Experience** | |
| **Minimum Qualifications** | |
| This position requires a Master's degree in Education, Counseling or academic field directly related to the Advisor's specific responsibilities; or a Bachelor's degree in those same fields with a minimum of one year of progressively responsible experience in advising or related academic functions within higher education. Work experience may not be substituted for the Bachelor's degree requirement for this position. |  |
| **Preferred Qualifications** | |
| Master's degree or Bachelor's degree and at least 2 years of advising experience. Master's degree and prior experience in the disciplines of the College; two years as an academic advisor for a large college or institution. Knowledge of and experience with SUS/USF policies and procedures, and Banner and Oasis experience; strong computer and communication skills; ability to organize multiple projects simultaneously; ability to work well with others. |  |
|  | |

|  |
| --- |
| **Licenses/Certifications** |
|  |

|  |
| --- |
| **Tests/Examinations** |
|  |

|  |  |
| --- | --- |
| **Language Skills** | **Importance** |
|  | |

|  |  |
| --- | --- |
| **Work Environment** | **% of Time** |
|  | |

|  |  |
| --- | --- |
| **Physical Demands** | **% of Time** |
|  | |

|  |  |  |
| --- | --- | --- |
| **Last Approvals** | **Note: If the Central HR approval date is earlier than the Dept HR approval – the Position Profile is currently in the approvals process for a change not reflected in this document.** | |
| DEPT HR Approved Position Profile by \_\_ on 10/28/13 4:22 PM | |  |
| CENTRAL HR Approved Position Profile by \_\_ on 10/28/13 4:24 PM | |  |
| Central HR Approved/Updated Position Data by Allen Winford on 11/13/14 9:49 AM | | |