

Florida College – Job Description Template

Academic Advisor

Florida College seeks a full-time Academic Advisor to join the Academic Advising Center. The Academic Advisor will guide and support students through their academic journey, helping them make informed decisions about their degree plans and career goals.

Responsibilities

- Advise an assigned group of new students regarding degree interests and academic pathways.
- Actively utilize the Student Information System (SIS) for all advising-related tasks.
- Assist students in preparing their class schedules during the fall and spring registration periods.
- Prepare and review student files prior to advising sessions.
- Hold regular meetings with students to discuss their academic degree plans and any schedule changes.
- Maintain accurate student records and seek approval from the Director of Academic Advising for any changes to declared majors.
- Provide career assessments and guidance to students exploring career options.
- Coordinate and plan summer registration for all new students.
- Support enrollment events throughout the year, including evenings and weekends as needed.
- Meet regularly with department chairs to ensure a consistent and cohesive student experience.
- Identify and report student retention concerns to the Retention Committee for review and action.

Required Qualifications

- Bachelor's degree.
- Proficiency in Microsoft Office Suite.
- Strong interpersonal and relationship-building skills.
- Collaborative and team oriented.
- Comfortable with technology.
- High attention to detail and strong organizational skills.
- Excellent written and verbal communication skills.
- Flexible and adaptable in a dynamic work environment.

Interested applicants should submit a cover letter, resume, and 2 references with contact information to Matthew Dickey – Human Resources Director at Dickeym@floridacollege.edu **Applications submitted by April 24 , 2026 are assured full consideration.**

Florida College is committed to maintaining a safe and secure campus environment and protecting the financial and physical assets of the institution. Therefore, Florida College conducts background checks on all finalists for employment. Successful candidates must demonstrate support for the mission and values of Florida College.

Florida College is an Equal Opportunity Employer and does not engage in prohibited discrimination in employment based on race, color, religion, national or ethnic origin, age, sex, disability, or prior military service. Florida College complies with applicable federal and state nondiscrimination laws.