

Director of Academic Advising

Position Summary

Florida College invites applications for the position of Director of Academic Advising. Reporting to the Associate Provost and working in close collaboration with the Provost, the Registrar, the faculty, and the Offices of Admissions and Enrollment, the Director leads the college's advising program for lower-division students, partners with faculty advisors and program coordinators for upper-division advising, oversees the daily operations of the Academic Advising Office and its student-support programs, and implements strategic initiatives that promote student success in academics and in life.

This is a full-time, twelve-month administrative position.

Essential Responsibilities

- **Office leadership and operations.** Lead the day-to-day operations of the Academic Advising Office, including budget management, training, supervision, and evaluation of advising staff; coordinate the systematic advising and registration of lower-division students.
- **Faculty advisor support.** Develop and deliver ongoing training and resources for faculty advisors, program coordinators, and department chairs to ensure consistent, high-quality advising across the upper division.
- **Academic support programs.** Oversee, assess, and propose improvements to the college's academic support programs, including services for dual-enrollment and distance-learning students.
- **At-risk student intervention.** Lead the Office's efforts to support students who are academically at risk, in collaboration with the Retention Committee, faculty, and enrollment staff. Provide non-clinical guidance on social and behavioral concerns related to a student's overall success, while partnering with the Dean of Students, residence-life staff, and other personnel to make timely referrals to appropriate clinical care.
- **Placement and academic standards.** Monitor the academic preparation of admitted students, oversee placement procedures for core general-education courses in English and mathematics, and recommend improvements to academic policy as needed.
- **Transfer students.** Facilitate the evaluation and registration of incoming transfer students in cooperation with program coordinators, and provide guidance to current students who are considering transfer to another institution.
- **Accessibility and accommodations.** Administer the college's process for identifying students with documented disabilities, determining reasonable accommodations, communicating accommodations to faculty, and monitoring student progress. Educate faculty and staff on the college's legal and ethical obligations under the ADA, Section 504, and other related federal and state laws.
- **Assessment and reporting.** Establish meaningful metrics for advising effectiveness and student success, gather and analyze data, and report regularly to the Associate Provost.
- **Strategic initiatives.** Contribute to retention, persistence, and student-success initiatives that advance the college's mission and strategic plan.

Required Qualifications

- Bachelor's degree from an accredited institution.
- Excellent written and verbal communication skills.
- Strong organizational skills and the ability to manage multiple priorities.
- Proficiency with standard office software and willingness to learn the college's student-information system J1.
- A clear understanding of, and genuine commitment to, the mission and faith identity of Florida College as a biblically based educational institution.

Preferred Qualifications

- Master's (or higher) degree from an accredited institution.
- Three or more years of professional experience in academic advising, student success, retention, or a closely related area in higher education.
- Demonstrated supervisory or team-leadership experience.
- Familiarity with accessibility services and the administration of student accommodations under the ADA and Section 504.
- Experience with the college's student-information system J1.
- Experience with assessment, data analysis, and program evaluation.

Knowledge, Skills, and Abilities

- Strong leadership, team-building, and conflict-resolution skills.
- Demonstrated ability to connect with and mentor traditional-age undergraduate students.
- Ability to collaborate effectively across academic and student-affairs units.
- Sound judgment in handling sensitive and confidential student information, including FERPA compliance.
- A service-oriented disposition and patience in working with students, parents, and colleagues.

Application Process

Interested candidates should submit the following materials to Judy Bertram, Administrative Assistant to the Provost, at bertramj@floridacollege.edu:

- Cover letter that addresses the candidate's qualifications and alignment with the mission of Florida College
- Current resume or curriculum vitae
- Names and contact information for three professional references

Priority consideration will be given to applications received by June 15, 2026. The position will remain open until filled. Questions may be directed to Judy Bertram at the address above.

Equal Opportunity and Background Check

Florida College is committed to maintaining a safe and secure campus environment and protecting the financial and physical assets of the institution; accordingly, the college conducts background checks on all finalists for employment. Florida College is an Equal Opportunity Employer and does not engage in

prohibited discrimination in employment on the basis of race, color, national or ethnic origin, age, sex, disability, or prior military service. The college complies with all applicable federal and state nondiscrimination laws. As a religious institution, Florida College reserves its right under federal law to make employment decisions consistent with its religious mission, and all employees are expected to respect and support the established goals and practices of the college as a biblically based educational institution.