General Responsibility (a brief statement explaining the main purpose and/or responsibility of the position):
This position provides academic advising to an assigned group of students.

Specific Tasks (a detailed list of job duties in order of importance):

<table>
<thead>
<tr>
<th>Essential Responsibilities</th>
<th>Other Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>X  Provide academic advising to assigned group of sophomore and second year students following a developmental advising process.</td>
<td></td>
</tr>
<tr>
<td>X  Assist students to identify academic strengths and weaknesses in the major exploration process.</td>
<td></td>
</tr>
<tr>
<td>X  Provide advising and registration assistance to assigned students during Orientations.</td>
<td></td>
</tr>
<tr>
<td>X  Is responsible for analyzing data and generating semester, bi-annual, and annual reports.</td>
<td></td>
</tr>
<tr>
<td>X  Work with targeted students to develop a mapping and tracking plan in order to gauge students’ progression and ensure students are on track for their major.</td>
<td></td>
</tr>
<tr>
<td>X  Explain and/or clarify academic policies and procedures to students.</td>
<td></td>
</tr>
<tr>
<td>X  Make appropriate referrals to other campus resources, as necessary.</td>
<td></td>
</tr>
<tr>
<td>X  Perform other duties as assigned.</td>
<td></td>
</tr>
</tbody>
</table>
Policy-Making and/or Interpretation (describe the type, scope, level, and/or interpretation of policy-making made by the position)

Works as the member of a team to recommend advising and retention policies, as appropriate, to deal with unique issues.

Program Direction and Development (describe the type, scope, and/or level of program direction and development made by the position)

None

Supervision Received (include the title and position number of the supervisor, type of supervision, and scope of supervision received)

 Receives direct supervision from Assistant Director, Student Support Services, #54321, as needed

Supervision Exercised (include the job title(s) and position number(s) that the position directly supervises)

None

Monetary Responsibility (describe the type or level of responsibility and amount of funds for which the position is responsible, including any consequence(s) of error)

None

Level of Public Contact (describe the internal and external business contact made by the position, including frequency and scope)

Daily contact with the general public, students, faculty, administrators, and staff at UCF

Responsibility for Confidential Data (include a statement of the disclosure of data that would be prejudicial to the successful operation of the University)

This position needs continual access to student records and must maintain a confidentiality of such records

Other Characteristics of Position (include a statement of unique or other important characteristics of the position)

None

Physical and Mental Qualification Requirements

In order of importance, list the specific physical and mental qualifications that are required to perform the essential tasks (i.e. tasks that represent the most important functions of the position) as listed under the Specific Tasks section. Examples of these qualifications are the minimum required hearing, sight, speech, stooping, bending, lifting, hand and fingers capabilities/dexterity; ability to follow written and/or oral directions and educational level, etc., if not stated in the class specifications.

- Minimum Physical Qualification Requirements of the Position
  
  Must be able to effectively communicate verbally or in writing

- Minimum Mental Qualification Requirements of the Position
  
  Per class specification
<table>
<thead>
<tr>
<th>Name of Employee</th>
<th>Employee Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Immediate Supervisor</td>
<td>Immediate Supervisor Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Immediate Supervisor Job Title</td>
<td>Immediate Supervisor Position Number</td>
<td></td>
</tr>
<tr>
<td>Name of Reviewing Authority (Appropriate Vice President, Dean, Director, Chairperson, or other Administrative Officer)</td>
<td>Reviewing Authority Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>
Position Descriptions on file in Human Resources should be no older than two (2) years in order to ensure accurate job responsibilities and expectations of employees. To ensure that Position Descriptions are up to date, please submit a Position Description with annual Performance Appraisals.

Current Position Description Data

- Position Number: the current five-digit position number for the position
- Requested Position Action:
  - Establishment – a new position
  - Reclassification – a classification change
  - Update – a revision to the current position description with no requested changes in classification
- Current Job Code and Job Title: the current four-digit job code and the full job title of the position
- Proposed Job Code and Job Title: the requested four-digit job code and the full job title, if a change in classification is requested
- Vice Presidential Division: the Vice Presidential division in which the position is located
- College/Office: the college/office in which the position is located, if applicable
- Department: the department in which the position is located
- Section: the section within the department in which the position is located, if applicable
- Subsection: the subsection of the section within the department in which the position is located, if applicable
- City: the city in which the worksite of the employee is located (if work is performed in more than one (1) city, write the name of the city where the majority of working time is spent)
- County: the county in which the worksite of the employee is located (if work is performed in more than one (1) county, write the name of the county where the majority of working time is spent)

Specific Tasks

- Explain the specific assigned tasks in order of importance
  - Note: Class specifications are not used as assigned tasks on the Position Description as they are only generic guidelines for the minimal tasks that are typically associated with the classification. A Position Description must include the accurate task level duties of the position.
- Indicate with an ‘X’ in the Essential Responsibilities column the specific tasks that are considered essential to the position
  - Essential Tasks are the core tasks of a position that represent its primary purpose. They are the essential reasons for which the position is budgeted for and maintained. Essential tasks generally cannot be delegated from one position to another, as it would erode the purpose of the position.
- Indicate with an ‘X’ in the Other Responsibilities column the other tasks that are assigned to the position that are not considered essential tasks

Note: For classification changes, if the tasks assigned to the position have changed since its initial establishment or previous reclassification, note the specific tasks that have been added, removed, or changed.

Position Description Signatures

- Obtain all appropriate signatures for Position Descriptions
- The supervisor on the Position Description should match the “Reports To” supervisor in PeopleSoft
  - To change the supervisor in PeopleSoft, submit a Position Change (for vacant) or Edit (for filled) ePAF
- For position establishment and reclassification actions, submit Position Descriptions to the appropriate Vice President for approval
- For Position Description update actions, submit Position Descriptions to Human Resources

Please contact HR-Compensation for any questions or concerns
Phone: (407) 823-2771 Email: comp@ucf.edu