Florida Agricultural and Mechanical University  
UNIVERSITY SUPPORT PERSONNEL SYSTEM  
POSITION DESCRIPTION

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<th>1. Division:</th>
<th>2. Transaction Type:</th>
<th>3. Position Number:</th>
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<tbody>
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<td>Student Affairs</td>
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<td>Counseling Center</td>
<td>0409000</td>
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<th>7. Effective Date:</th>
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<td>Tallahassee</td>
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18. Describe in detail the specific duties and responsibilities assigned to this position. Identify Essential/Marginal functions. Essential Functions are those tasks or functions that are fundamental to the position. Marginal Functions are those tasks or functions that are performed by the incumbent, but are not necessary to the position. Attach additional sheets, if necessary, to properly describe the position. Duties and responsibilities should equal 100% of time.

Describe functions in terms of outcomes/results rather than method used or how a job is normally accomplished.

This position serves as the Administrative Assistant to the Director for University Counseling Services at Florida A & M University with responsibility for a wide range of specialized projects and operations. This person must be familiar with the organizational functions of the many areas of the University, as well as their areas of responsibility and will use this information to assist the Director of the University Counseling Center in coordinating and meeting Center-wide administrative functions.

% of Time

18A. Essential Functions of the Job*

60% Provides significant administrative support to the Director and staff of the Counseling Center. The primary role is to represent the university, department and the Director in a professional, effective and efficient manner. Responsible for performing a myriad of executive, critical and sensitive support functions for the Director. Interacts with students and parents to assess their needs and concerns, gathering the necessary information (verbal and/or written) to make appropriate referrals within the department and other related departments of the university. Follow-up to ensure that parents and students have received adequate assistance. Responsible for maintaining records in a confidential manner, this includes initiating client files, retrieving and replacing files.

20% Prepares routine responses to inquiries for the Director's signature. Responsible for assisting with the development of policies and procedures Related to the day-to-day administrative activities of the Counseling Center and the Director. Organize work of the Director in order of Priority to meet deadlines and desired schedules. Serve as an Advocate for Psychiatrist to enroll client’s into Health programs for medication.

10% Assist in the maintenance of internal communication with personnel in the department, as well as other departments and/or colleges. Also Maintains external communication and contacts outside of the University to include Administrators from other agencies, persons from the Community, prospective students, and parents.

5% Attend meetings representing the Counseling Center. Directs and implements office procedures for activities such as budget tracking and Handling reimbursements. Assists in formulating plans and programs for identifying needs for students.

5% Performs other job-related duties and special projects as assigned by the Director.

18b. Marginal Functions of the Job**

May required to **flex work time** in the event of an emergency during normal business hours from 8 a.m. to 5 p.m..
19. **SUBORDINATES:** List class codes, official class titles, and position numbers of each position that reports directly to this position.

 Coordinates, trains, guides and supervises student work-study personnel assigned to all areas of the University Counseling Center.

19A. **SUPERVISOR’S POSITION:** Number: **18620** Class Code: **9432** Class Title: **Director, University Counseling Center**

20. **MONETARY RESPONSIBILITY:** Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

21. **STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA** (The disclosure of which would be prejudicial to the successful operation of the University.) This position becomes aware of highly confidential personnel and student information which must be held strictly confidential. FERPA information also must be maintained.

22. **KNOWLEDGE/SKILLS/ABILITIES:**

   Knowledge of general office and other administrative principles, practices, and protocol, effective decision-making and problem-solving and interpersonal communication techniques. Skill in use of Personal Computers. Ability to assume new responsibilities on own initiative and carry them out in an effective and professional manner. Ability to assume other office management responsibilities as necessary. Ability to exercise independent judgment. Ability to communicate effectively and professionally both verbally and in writing. Ability to maintain effective working relationships both inter and intra office as well as with other academic and administrative divisions throughout the university. Ability to coordinate, delegate and implement assignments in order to meet deadlines. Able to understand and apply personnel rules, policies, and procedures applicable to staff and students.

23. **REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:**

   Please review statements below check all that apply.

   ___ This position requires a background check and/or fingerprinting. Florida Statutes.
   ___ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
   ___ This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors' invoices and/or distribution of warrants to vendors.
   ___ This position requires licensure, certification or other special requirements described below.

23A. **Education/Training/Experience - in order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position.** Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

   **Specialized Minimum Qualifications:** A high school diploma and seven years of administrative support or related experience. Appropriate college course work or vocational/technical training may substitute as an equivalent rate for the experience.

   **Preferred Qualifications:** Bachelor’s Degree and experience in higher education environment in Student Affairs and/or other related department.

   ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

24. **SIGNATURES:**

   Incumbent ___________________________ Signature ___________________________ Date __________

   Immediate Supervisor ___________________________ Signature ___________________________ Date __________

   Reviewing Authority ___________________________ Signature ___________________________ Date __________