



Job Description

Job Title: Academic Advisor

Reports To: Career and Technical Education Director

Classification: Full-Time / Non-Exempt

Schedule: Monday to Friday / 8:30 AM – 5:30 PM / Some evenings and weekends

CHANGE LIVES...AND MAKE A DIFFERENCE!

At HUF, we change lives every single day – in small and big ways. We do not get everything right all the time, but we are certainly committed to getting the most important things right most of the time. If you want to join an exceptional organization that works tirelessly to ensure that everyone is empowered to live *their* American dream, please continue reading...

All applicants must have a general understanding of the HUF brand and share in the HUF values as it serves as the foundation for how we treat each other, our clients, our funders, and everyone we come in contact with. Those values include but are not limited to Integrity, transparency, respect, dignity, accountability, diversity, cultural awareness, commitment to excellence, collaboration, and teamwork.

Position Summary

The Academic Advisor works under the Director of Career and Technical Education and plays a key role in supporting participants enrolled in Hispanic Unity of Florida's Career and Technical Education program by providing individualized academic and career guidance that leads to credential attainment and employment success. This position assists participants in selecting training pathways aligned with their goals, coordinates enrollment with partner institutions, and monitors progress to ensure program completion. The Academic Advisor also facilitates communication between participants, instructors, and partners, while maintaining accurate records for compliance and reporting. Through proactive advising, outreach, and engagement, this role strengthens participant success and contributes to HUF's mission of empowering individuals through education and workforce development.

Duties and Responsibilities:

1. Enrollment and Academic Coordination

- Guide participants through the intake, enrollment, and registration processes internally and with partner education institutions.
- Ensure all required forms, applications, and documentation are completed accurately and submitted on time.

- Track attendance, grades, certifications, and completion status for all active participants.
- Maintain accurate academic records in alignment with grant and reporting requirements.

2. Participant Support and Advising

- Assist participants in identifying appropriate training or certification pathways aligned with their career goals.
- Provide individualized academic and career advising to participants enrolled in training programs.
- Conduct regular check-ins to monitor progress, address barriers, and encourage program completion through internal referrals and wraparound services provision.

3. Outreach and Engagement

- Support outreach efforts by presenting program information to potential participants and community partners.
- Attend job fairs, community events, and informational sessions to recruit participants and promote training opportunities as needed.

4. Program Implementation Support

- Assist the Director in coordinating logistics for training sessions, orientations, and program activities.
- Collect participant feedback to assess training quality and recommend improvements.
- Assist in creating and supporting the preparation of reports, success stories, and outcome summaries for internal and external stakeholders.

5. Data and Reporting

- Maintain accurate and updated records in the participant database, including enrollment status, progress, and outcomes.
- Assist in collecting and organizing data required for grant compliance and evaluation.
- Monitor and report participant outcomes, including certification attainment and employment placement.

6. Working Environment:

- In person, in a private office for the individual to perform the duties in a confidential setting.

7. Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Qualifications

The ideal candidate will have a minimum of an associate degree in education, counseling, human services, or a related field, and at least two years of experience in academic advising, workforce development, or student support services. Alternatively, a high school

diploma with five years of relevant experience will be considered. Essential qualifications include:

- Language skills: Given the organization’s client base, strong verbal and written communication in English and Spanish is required; Creole is desirable.
- Advising and Support Skills: Ability to provide individualized academic and career guidance and motivate participants toward program completion.
- Strong Communication: Excellent verbal and written communication skills for engaging with participants, partners, and staff.
- Organizational and Detail Orientation: Skilled in managing multiple priorities, tracking participant progress, and maintaining accurate records.
- Problem-Solving and Initiative: Ability to identify barriers and implement solutions with minimal supervision.
- Relationship Building: Demonstrated ability to foster positive relationships with participants, employers, and community partners.
- Technology Proficiency: Comfortable with databases and Microsoft Office applications (Word, Excel, PowerPoint).
- Flexibility and Adaptability: Ability to adjust to changing priorities and diverse participant needs.
- Driver’s License: Insurance and reliable transportation are required.

AMERICANS WITH DISABILITIES ACT (ADA) DEMANDS

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use their hands to finger, handle, or feel. The employee is required to stand, walk, and reach with hands and arms.

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

I have read my job description, and I understand my responsibilities.

Employees Signature: _____ Date: _____

Supervisor’s Signature: _____ Date: _____

Title: _____

“This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description anytime without notice.”