

# FLORIDA GATEWAY COLLEGE

## *Job Description*

### **DIRECTOR – ADVISING SERVICES**

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#### **DISTINGUISHING CHARACTERISTICS:**

This is a professional position responsible for the leadership of the Office of Advising Services. An employee in this position is responsible for the planning, organizing, staffing, coordinating, reporting, and budgeting for the Office of Advising Services. The director leads the areas of academic advising, career development activities, multicultural student programming, and disabled student services. An employee in this position will also conduct academic advising for students.

#### **ESSENTIAL JOB FUNCTIONS:**

*(Note: The following examples of work as listed in this job descriptions are not necessarily descriptive of any one position in the classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)*

Provides leadership for the areas of academic advising, career development activities, multicultural student programming, and disabled student services.

Carries out routine administrative tasks as are necessary for the efficient operation of the Office of Advising Services.

Develops and oversees the budget for the Office of Advising Services.

Performs personnel and program evaluations for the Office of Advising Services.

Serves as liaison between the Office of Advising Services and other areas within the Division of Student Services and consults with vice presidents in the development and implementation of advising policies and procedures.

Conducts academic advising for students.

Manages the assignment and record keeping of the academic advising of students.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)*

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of state and national trends in the area of student development. Knowledge of management principles and practices. Knowledge of the college budgeting process. Knowledge of college policies and procedures. Knowledge of college advising regulations and procedures. Ability to communicate effectively both in written and oral form. Ability to lead the personnel in the Office of Advising Services in a manner to attain the goals of the Office. Ability to work with diverse groups of individuals.

**EDUCATION AND EXPERIENCE:**

Master's degree in student personnel or a closely related field, plus two years experience in a management/supervisory role. Computer literate.

**ESSENTIAL PHYSICAL SKILLS:**

Acceptable eyesight (with or without correction).  
Acceptable hearing (with or without hearing aid).  
Ability to communicate both orally and in writing.

**ENVIRONMENTAL CONDITIONS:**

Works inside in an office environment.

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

**MARGARET H. MCLAUGHLIN**  
**3924 NW 37<sup>TH</sup> Place**  
**Gainesville, FL 32606**

**(239) 919-2770**

### **DEGREES AWARDED**

Doctor of Education in Adult Education, The University of Georgia. 2006  
Master of Education in Counseling, Lewis and Clark College, Portland, Oregon. 1978.  
Bachelor of Arts in Sociology, The University of Colorado. 1972.

### **PROFESSIONAL EXPERIENCE**

**Director of Advising Services. Florida Gateway College, Lake City, Florida. 2007 to Present.**  
Responsibilities include program planning and coordination, supervision and evaluation of professional and administrative staff (Advising, Dual Enrollment, Career Counseling, Disability Services, Multicultural Services/Scholarships, Transfer) budget oversight. Institutional participation and leadership: Title III, SACS Accreditation/QEP, Equity/Civil Rights, Scholarship Advisory Committee, Retention Committee, Calendar Committee, College Management Council, Financial Aid Appeals, New Student Orientation.

**Curriculum Developer/Conference Presenter. The University of Georgia/Georgia Department of Technical and Adult Education. 2008-2010.**

Developed on-line professional development curriculum for new and experienced ESOL instructors; annual conference presenter.

**Faculty Lead/Program Coordinator. Olympic College, Bremerton, Washington. 2001-2006**  
Responsibilities included curriculum development and classroom instruction (transition to college classes), coordination and evaluation of ESL program activities, new student orientation, placement testing and assessment, student advising and transfer; committee assignments including Student Retention, Financial Aid; community liaison.

**Consultant. John Snow, Inc/American Refugee Committee, Gueckedou, Guinea. Summer, 2000.**

**Adjunct Faculty. Athens Technical College. 1999-2000.**

Taught developmental writing.

**Graduate Assistantship: Registrar/Database Manager. Adult Literacy Staff Development Project. Department of Adult Education, UGA, Athens, Georgia. 1996-1998**

**Instructor/ ESL and Volunteer Coordinator. Athens Technical College, Athens, Georgia. 1992-1996**

Taught GED, ESL, coordinated off-site ESL program activities, developed and coordinated volunteer tutor program, program liaison to community organizations.

**Counseling Skills Trainer. Staff Development Project, The University of Georgia, Athens, Georgia**

Counseling with Adult Learners - Savannah, Macon and Atlanta, Ga. 1993

Teachers as Counselors - Atlanta, Macon, Ga. 1994

Teachers as Counselors - Moultrie, Atlanta and Macon, Ga. 1995

**Academic/Admissions Counselor. Honolulu Community College, Honolulu, Hawaii. 1991-1992**

Responsibilities included academic and career counseling and educational planning, registration and orientation of new students, recruitment activities in the community, degree checks and transcript evaluation, college committees.

**Domestic Violence Counselor. US Armed Services. Honolulu, Hawaii. 1990-1991**

**Academic Counselor/Grant and Program Manager. Durham Technical Community College, Durham, North Carolina. 1989-1990**

Responsibilities included administration of all aspects of Single Parent/Displaced Homemaker grant program, coordinating academic support services for students with disabilities, academic and career counseling, developing and delivering academic assistance workshops, registration and orientation of students, college committees.

**PRESENTATIONS**

Keynote Speaker, PTK Induction Ceremony, FGC, 2013.

Panel Discussion, NACADA National Conference, 2011.

*Best Practices in Advising*

Florida Gateway College Management Council, 2009

*Retention Data: Strategies for Improving Persistence and Completion at FGC*

Adult Literacy Institute, Georgia Department of Higher Education, 2008

*Integrating Life Goals into the Classroom*

Adult Literacy Institute, Georgia Department of Technical and Adult Education, 2005

*Formative and Summative Assessment: Effective Strategies for the Classroom*

Washington English for Speakers of Other Languages (WAESOL), 2004

*Expanding Our Notions of Learning in the Classroom*

Olympic College Association of Administrators, 2003  
*Diversity and Cross-Cultural Awareness*

Olympic College Opening Days, 2003  
*Teaching and Tutoring to Non-native Speakers of English*

Georgia Teachers of English for Speakers of Other Languages (GATESOL), 1998  
*Addressing Immigrant Concerns in the Classroom*

### **COMMUNITY SERVICE**

*Science Olympiad, Judge, 2011*  
*Columbia County Adult Education, 2011*  
*Habitat for Humanity, 1989-2000, 2006-2007*  
*Council of Human Rights, Panelist 2004*  
*Washington State Science Fair, Judge 2002*  
*Athens Creative Theatre Board, Member 1992-1994*  
*Domestic Violence Counseling, Family Peace Center 1991*  
*AIDS Information Hotline 1988*  
*Domestic Violence Hotline 1981-1985*

### **CONTINUING PROFESSIONAL DEVELOPMENT**

*NACADA Annual Conference Presentation Proposal Evaluation, 2012 and 2013*  
*NACADA Annual Conference, 2011*  
*Council on Education TRIO Grant Application Conference, 2008*  
*Noel-Levitz Title III Grant Application Conference, 2008*  
*Black, Brown, and College Bound Conference, 2008*  
*NACADA Annual Conference, 2007*  
*Integrating Basic Skills and Professional-Technical Training, SBCTC, 2005*  
*The Confident Student, Carol Kanar, 2005*  
*Developing Learning Communities through Collaboration, Washington Center for Teaching and Learning, 2004*  
*Diversity, Teaching, Student Learning and Assessment, Gwen Lee-Thomas, 2004*  
*Noel-Levitz Retention Management System Training, 2003*

### **REFERENCES AVAILABLE UPON REQUEST**