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### **Part-Time Student Services Specialist, Blount Center**

**Hourly Rate:** \$15.26 per hour, up to 25 hours per week  
**Closing Date:** Review of applications will begin on August 31, 2015 and will continue until filled.  
**Department:** Student Services

**Overview:** The Student Services Department at the Blount Center seeks a part-time Student Specialist to work with students at the Center Monday through Friday, primarily during the hours of 9:00 am to 2:00 pm, for a total of 25 hours per week. The ability to occasionally flex this schedule to accommodate department needs is preferred. This position is responsible for giving direction, information, personal attention, care, and support to students while they pursue their educational goals at SF. The ability to work with a diverse population of students is required.

*Responsibilities and duties may include:*

- Provide students with accurate information about admission to the college, applying for financial aid, and requirements for in-state residency verification.
- Provide students with accurate information about Associate of Arts degree, and career and technical programs at Santa Fe College
- Provide academic advisement for Associate of Arts students.
- Provide support for Student Activities at the Blount Center and recruiting events in the community. Maintain the SF Blount Center Facebook page.
- Assist the department with reception and clerical duties as needed, including student records processing, student ID's and other student support services.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:** A Bachelor's Degree in a related area or an AA/AS Degree plus two years related experience is required. Good communication and customer service skills are essential qualifications for this position. Experience at Santa Fe College or other Florida accredited college in admissions, records or advising is preferred.

**APPLICATION PROCESS:** all applicants should submit a SF application, cover letter, resume and college transcripts to:

Diana Smith  
SF Blount Center  
401 NW 6<sup>th</sup> Street  
Gainesville, FL 32601

Or email to:  
[diana.smith@sfcollege.edu](mailto:diana.smith@sfcollege.edu)

*The College reserves the right to extend deadlines and/or not to offer advertised positions.  
Preference will be given to eligible veterans and spouses of veterans.*