Job Title: Academic Advising Director (Academic Affairs/Student Success)

Job ID: 18255

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

Reporting to the Associate Provost for Undergraduate Studies and Student Success, the Academic Advising Director is responsible for implementing and directing college-wide advisement efforts. The Academic Advising Director oversees supervision, coordination, budgeting and planning in the Center for Advising & Academic Success Office (CAAS) and provides guidance to the development, operation and coordination of academic advisement services. The Director will be a key member of the leadership team in the Office of Undergraduate Studies and Student Success at the College of Staten Island (CSI). S/he will work collaboratively with colleagues throughout CSI to meet the goals of Student Success, including improving retention, ensuring academic momentum, and increasing graduation rates of undergraduate students.

In addition to the duties outlined below in the CUNY Title Overview, the Director’s responsibilities include but are not limited to:

- Provide vision and leadership to the CSI Advisement Council.
- Informed by and together with the CSI Advisement Council: formulate, monitor, and evaluate academic advising goals and objectives.
- Direct and enhance the operations of academic advising services in the delivery of advising, orientation, and retention programs.
- Supervise professional advisors; lead and oversee professional development opportunities and training for a diverse and professional staff.
- Employ academic advising technology to creatively advance goals of the College.
- Serve as a resource/consultant to Academic Affairs on improvements to advising procedures.
- Direct assessment efforts for academic advising services at CSI to ensure high levels of student satisfaction with advising services.
- Manage program budgets and propose spending plans and allocations as appropriate.
- Compile reports, such as annual, periodic progress, and project evaluation reports, and make recommendations to the Associate Provost as necessary.
- Represents the Office of Academic Advising on college-wide and CUNY committees.

QUALIFICATIONS

Bachelor's degree and eight years’ related experience required.

Preferred qualifications:

Master's degree in Higher Education Administration or related field strongly preferred. Expected are college managerial experience and demonstrated ability to effectively interact with a diverse faculty, staff and student population while representing the Center for Advising & Academic Success as well as the Office of Undergraduate Studies and Student Success to internal and external constituents. Strong writing and oral presentation skills are necessary. Knowledge of CUNY, its requirements and regulations, preferred. Proven ability to bring together faculty and staff around projects in academic advisement and knowledge about national best/high impact practices in Student Success as they relate to academic advisement are a plus.
CUNY TITLE OVERVIEW
Directs development and operations of academic counseling services.

- Designs, implements and monitors a comprehensive academic advisement model and protocol
- Oversees outcomes assessment and creates strategic plan to further enhance academic advisement services
- Manages an academic advisement center to ensure consistent and reliable information is provided to students
- Cultivates and maintains strategic partnerships; serves as primary liaison to faculty and administrators regarding academic counseling services; and works with academic departments to develop faculty advisement components
- Administers all compliance and data integrity activities of academic counseling in accordance with University standards
- Advises College administration on policy interpretation and execution regarding University academic counseling standards and best practices
- Develops and manages unit budget
- Manages professional and clerical staff
- Performs related duties as assigned.

Job Title Name: Academic Advising Director

CUNY TITLE
Higher Education Officer

FLSA
Exempt

COMPENSATION AND BENEFITS
Salary commensurate with education and experience.

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY
To apply, please visit http://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE
April 2, 2018

JOB SEARCH CATEGORY
CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY
CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.