Job Title: Senior Academic Advisor – Business

Job ID: 18393

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

Reporting to the Director of the School of Business, the Senior Academic Advisor provides professional academic support services to undergraduate and graduate students in the School of Business. These include activities that lay the foundation for academic success and the retention and graduation of students in associate, baccalaureate, and graduate degree programs; support student learning; and foster student career and personal development.

This position provides guidance on issues that affect academic performance and assists in the monitoring of the academic performance of students. Additionally, overseeing and participating in activities related to the recruitment, conversion and persistence of continuing students is required. Additional duties include, but are not limited to:

- Advises entering and continuing students with curriculum, course scheduling and academic issues.
- Partners with the academic departments to support faculty advisors in their advising process.
- Works with central advisement specialists to ensure the successful transition of students into academic majors.
- Advises students in identifying appropriate experiential and co-curricular learning opportunities to enhance their professional, intellectual, career, leadership, and personal development.
- Conducts individual and group advisement sessions.
- Collects data on student visits and services provided for the purposes of evaluation and assessment.
- Identifies and monitors at-risk students.
- Conducts Major Information Sessions for academic departments.
- Utilizes social media, email, telephone, etc. to appropriately advise students.
- Assists in college-wide processes to encourage student retention, persistence, and graduation.
- Maintains knowledge of academic policies, procedures and protocols.
- Participates in advising and recruitment events (i.e. - New Freshmen Orientation, Major/Minor Day, etc.).

QUALIFICATIONS

Bachelor's degree and four years' related experience required.

Preferred qualifications:
- Professional experience working in a higher education setting, preferably in advising, counseling, teaching, tutoring or a similar field.
- Experience in the business sector and knowledge of its career fields.
- Ability to comprehend and articulate varied degree programs, policies and procedures.
- Ability to work with diverse populations.
- Strong verbal and written communication skills.
- Exceptional customer services and problem-solving skills.
- Commitment to student learning, developmental advising protocols and academic success.
- Commitment to professional development.
- Ability to work extended hours (when needed) during peak operation periods.

CUNY TITLE OVERVIEW

Provides expert and/or specialized academic counseling a diverse student population.

- Offers comprehensive advisement to full-time and part-time students
- Works with other academic affairs staff as well as enrollment and student affairs to assist students to declare majors
and select appropriate courses

- Monitors students' performances and takes appropriate action if necessary; resolves students' problems regarding curricular requirements
- Develops academic plans and performs graduation audits
- Provides information to students regarding student support services, college policies and program procedures and guidelines
- Facilitates workshops; assists with other department activities such as course scheduling
- Establishes and maintains student advisement files; prepares activity reports and analyses
- May supervise extramural activities, such as internships and community service; may assist with accreditation efforts as needed
- May provide career and transfer services and/or specialized program counseling
- May supervise junior advising and/or clerical staff
- Performs related duties as assigned.

Job Title Name: Senior Academic Advisor

CUNY TITLE

Higher Education Assistant

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

Review of resumes to begin around June 30, 2018. Position closes August 5, 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.