Job Title: Academic Senior Advisor – Computer Science

Job ID: 21310

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

CUNY 2x Tech is a $20M Mayoral initiative to double the number of tech bachelors awarded by public colleges by 2022. It entails a comprehensive investment in the instruction, advising, and experience that are essential to prepare New Yorkers for 21st-century tech jobs in NYC. All CUNY 2x Tech faculty and staff members will play a critical role in ensuring that the college’s tech education is aligned with industry demand. The role will involve significant work directly with NYC-based industry partners and the NYC Tech Talent Pipeline to review curricula, provide feedback on students’ job-readiness, teach in the classroom, and ensure that overall tech education provided by the college is preparing students with the academic and career readiness skills they need to succeed.

The Department of Computer Science at College of Staten Island seeks an Academic Advisor to align, accomplish, and extend the mission of CUNY 2x Tech.

In addition to the CUNY Title Overview the duties include:

- Provides mandated academic/career advisement and registration assistance for declared majors in the Department of Computer Science.
- Supports students’ persistence in tech majors and expands student exposure to tech careers and the courses needed to prepare for them.
- Helps students plan for internships and other opportunities to build their experience in and exposure to tech workplaces.
- Promotes connections for students to supportive services, such as tutoring and career services to increase persistence in the major.
- Provides feedback to faculty from employers to help aid curricular decisions.
- Performs graduation checks.
- Serves as a resource for staff and faculty on student advisement issues.
- Works with students to determine stops, advises into newly-created initiatives addressing developmental needs, and schedules on-demand registration appointments.
- Ensures that Computer Science students are on track to participate in relevant CUNY 2x Tech-related programs.
- Maintains database of students with Advising cohort.
- Performs related duties and occasional weekend responsibilities as assigned.

QUALIFICATIONS

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

Preferred qualifications include:
- Excellent written and oral communication skills.
- An understanding of the tech industry and its relationship to higher education.
- Experience with data and reporting (both quantitative and qualitative written reports).
- Previous familiarity with academic advisement, particularly in STEM fields.
- Previous professional experience in a tech field, preferably within or adjacent to NYC tech companies.
- Proficiency in Microsoft Office applications and experience or ability to quickly learn appropriate modules in the CUNYfirst system.

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 https://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

November 27, 2019

JOB SEARCH CATEGORY
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.