Job Title: Student Advisor – ASAP|ACE (Multiple Vacancies)

Job ID: 26971

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

CUNY's Accelerated Study in Associate Programs (ASAP) and Accelerate, Complete, Engage (ACE) are comprehensive associate and baccalaureate degree completion programs. CUNY ASAP|ACE provides comprehensive and personalized support and resources to students that help remove barriers to full-time study, support academic momentum, and build a connected community. Support and resources include personalized advisement, career counseling, tutoring, tuition gap scholarships, and additional financial assistance to cover the cost of textbooks. ASAP|ACE also offers special class scheduling options, priority registration, and consolidated learning communities to ensure that ASAP and ACE students get the classes they need and are in classes with fellow ASAP and ACE students.

CUNY ASAP|ACE is committed to creating an accessible, supportive environment and an educational experience that recognizes diversity and cultural competence as integral components of academic excellence. Candidates who can contribute to that goal are encouraged to apply and to identify their strengths in this area.

Reporting to the ASAP|ACE Associate Director, the Student Advisor's responsibilities include, but not limited to:

- Delivers comprehensive advisement support services to an assigned group of students through degree completion and group advisement on topics of relevance and interest
- Reviews student progress through academic requirements, in addition to communicating related institutional policies and procedures
- Participates in student recruitment, enrollment, and engagement activities
- Helps students clarify their academic and professional goals and provide guidance on the alignment of academic major and professional goals
- Monitors students' progress continuously and supports students' academic planning by assisting them with student electronic tools, such as DegreeWorks, CUNYfirst, and Virtual Schedule Builder, etc.
- Maintains accurate records and analyzes data of student progress and enrollment activities and reports on student groups and enrollment to program leadership
- Serves as a participating member of the college-wide academic advising council
- Performs related duties as assigned

QUALIFICATIONS
Bachelor’s degree (Master’s preferred) in an appropriate discipline and four years related experience.

Preferred qualifications include:

- One year directly related to providing college-level advising within comprehensive (associate and baccalaureate) students, in special programs, and/or with a cohort-model
- Master's degree in an appropriate discipline (e.g. education, counseling, social and behavioral sciences, etc.)
- Demonstrated understanding of the specific experiences of historically marginalized racial groups in the U.S in education, particularly Black, Indigenous, and Latinx groups.
- Experienced in developing student- and learning-centered programming to support student success and familiarity with student development theory and academic advising principles
- Demonstrated ability to cultivate and develop inclusive and equitable working relationships with students, faculty, staff and community members.
- Strong data management and computer skills, particularly Microsoft Office Suite, and aptitude to learn. Experience using CUNYfirst (PeopleSoft), a plus
- Willingness to work evenings and weekends as needed

CUNY TITLE OVERVIEW

Accelerated Study in Associate Programs (ASAP) helps students earn their college degree as quickly as possible, by removing the financial, academic, and personal obstacles that many students confront. Key ASAP program features include a consolidated block schedule, cohorts by major, required full-time study and comprehensive advisement and career development services. Financial incentives include tuition waivers for financial aid eligible students, yearly textbook vouchers, and MetroCards for all students. Further information is available at www.cuny.edu/ASAP.

The ASAP Advisor is a member of an integrated College team providing individual academic, career and related support to an assigned group of college students as they progress through the program.
- Delivers comprehensive advisement support services to an assigned group of students through degree completion
- Conducts workshops and group advisement on topics of relevance and interest
- Reviews student progress and tracks student use of academic support services
- Conducts regular outreach to faculty and other college staff as needed to support student success
- Maintains accurate tracking data and notes for each assigned student, recommending appropriate referrals and opportunity programs
- Supports annual recruitment of students
- Organizes periodic special events and programs for students, faculty and staff
- Performs related duties as assigned.

CUNY TITLE

Higher Education Assistant
FLSA
Exempt

COMPENSATION AND BENEFITS

$52,267 - $64,649

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.

City of New York employees hired on or after October 1, 2022, and their eligible dependents, will only be eligible to enroll in the Emblem Health HIP HMO Preferred Plan, and must remain in the HIP HMO Preferred Plan for the first year (365 days) of employment.

After 365 days of employment, the employee will have the option of either remaining in the HIP HMO Preferred Plan or selecting a different health plan within 30 days before the end of the 365-day period. If a new health plan is selected, the new plan will be effective on the 366th day.

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.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office.

CLOSING DATE

July 6, 2023

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.