Job Title: Admissions Advisor
Job ID: 27102
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 10,000 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.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Director of Recruitment and Admissions, the Admissions Advisor will:

- Manage an assigned geographical recruitment territory and serve as a primary contact and enrollment advisor for college advisors (high school guidance counselors), prospective students, applicants and newly admitted students (and their patents/guardians).
- Attend and participate in off-campus recruitment events (ex., college fairs, presentations and school visits) at high schools, colleges, community-based organizations and other locations for undergraduate (freshmen and transfers) and graduate admissions. Must be available for a varied and occasionally rigorous schedule of day, evening, and weekend events; as well as occasional travel.
- Assist in coordinating and giving campus tours, information sessions, virtual presentations, open houses and other admissions events.
- Supports office process, procedures and general clerical duties such as front desk and virtual office coverage, data entry, recruitment calendar, inventory (recruitment supplies) and application processing.
- Assist with orientation and new student engagement/enrollment activities.
- Serve as a liaison to assigned academic departments, school or division, and special programs to support and collaborate on recruitment initiatives.

QUALIFICATIONS

Bachelor's Degree required.
Preferred qualifications include:

- Driver’s license and access to a vehicle
- Two years’ related experience in student recruitment or college guidance
- Ideal candidate will have excellent written, verbal communication and presentation skills as well as strong multi-tasking skills
- Proficiencies in Microsoft Office (Word, Excel, Access and PowerPoint)

CUNY TITLE OVERVIEW

Coordinates and contributes to student recruiting activities.

- Conducts open house sessions and orientations to ensure applicants are fully informed of requirements and processes
- Assists in direct recruiting at high schools, community outreach events, and other appropriate locations
- Provides general information on programs and services in person or by telephone, email, or letter
- Maintains current information about College programs and degree requirements
- Performs related duties as assigned

Job Title Name: Admissions Advisor

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

$44,411 - $70,541

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.

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

CLOSING DATE

August 3, 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.