Job Title: Academic Advisor – Center for Advising and Academic Success (Multiple Vacancies)

Job ID: 27610

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.

Working within the Center for Advising and Academic Success (CAAS) under the direction of the Office of Undergraduate Studies and Student Success, the academic advisor will:

- Serve as an initial point of contact and academic advising resource for an assigned cohort. Manage a caseload of STUDENTS within CAAS’s population; ensuring student focused information is shared in a timely, supportive and holistic manner.
- Provide comprehensive advisement for all students regarding their academic plan, course selection, and academic standards. Assist students with navigating career and major decision making.
- Create and implement targeted communication to support the advisement and registration processes. Respond to inquiries utilizing multiple means of communication (i.e., text, email, virtual meetings and Navigate CSI)
- Use Navigate CSI to review and schedule advisement appointments. Monitor advisement, registration, and compliance of assigned cohort; implementing measures to ensure academic progression.
- Work collaboratively with other advising entities at the college.
- Assist with developing and conducting seminar and workshops, in an effort to improve student engagement, and impact persistence and retention. Assist with large and small group advisement presentations.
- Communicate the outcomes from student assessments and assist with the development of educational plans.
- Assist with other related projects as requested.
QUALIFICATIONS

Bachelor’s Degree required.

Preferred qualifications include:

- At least one year of experience in higher education academic advising;
- Knowledge of higher education technology systems (preferably CUNYfirst, Degree Works, and Navigate);
- At least one year of experience working with historically underrepresented students such as ethnically/racially diverse students, first generation students, athletes, adult learners, transfer students, and/or international students.

CUNY TITLE OVERVIEW

Provides academic counseling and planning services to a diverse student population.

- Assists students with clarifying values and goals; counsels students regarding educational options, requirements, policies and procedures.
- Offers academic and personal support to guide students through the course selection process
- Provides students with effective and timely referral to other college and external support services
- Monitors and evaluates students’ educational progress by conducting academic progress audits
- Establishes and maintains student files, databases and records; prepares activity reports and analyses
- May specialize in providing advice on specific programs or to specific student groups
- Performs related duties as assigned.

Job Title Name: Academic Advisor

CUNY TITLE

Assistant to HEO

FLSA

Exempt

COMPENSATION AND BENEFITS

$46,103 - $54,268
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

December 4, 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.