

Job Title: Academic ASAP Student Advisor (Multiple Vacancies)

Job ID: 30161

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 with residential housing and 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.

Founded in 2007, City University of New York (CUNY) [Accelerated Study in Associate Programs](#) (ASAP) is a comprehensive associate degree completion program that currently serves 25,000 students annually at nine CUNY colleges, including The College of Staten Island. ASAP|ACE provides comprehensive and personalized supports and resources to students that remove barriers to full-time study, support academic momentum, and build a connected community. ASAP has proven to be one of CUNY's most successful initiatives, with students in the program graduating at a rate more than double that of similar students. ASAP has been rigorously evaluated and garnered national recognition, winning the 2020 Innovations in American Government Award from the Ash Center for Democratic Governance and Innovation at Harvard University's John F. Kennedy School of Government. Further information is available at www.cuny.edu/ASAP.

Reporting to the ASAP|ACE Program Director (or their designee) the academic advisor is responsible for providing academic advisement services to their cohort of students in accordance with program policy, with the goal of retaining the maximum number of students each semester and graduating a minimum of 50% of each student cohort. The ASAP|ACE academic advisor will collaborate with other program staff, as well as faculty to provide coordinated services and support student success. The ASAP|ACE academic advisor assists with all program initiatives, including special events and recruitment, if necessary. The ASAP|ACE Academic Advisor, through a holistic and intrusive advisement approach:

- Manages a caseload of approximately 150 students from program entry through graduation ensuring academic, personal and professional growth and development, with the goal of graduating at least 50% of students within a specified timeframe.
- Supports students, in collaboration with program leadership, faculty and staff, to promote the planning of intentional academic and career pathways.
- Provides proactive outreach to a cohort of students regarding college procedures and policies, including enrollment, academic advising, and academic standing.
- Coaches and supports students to make appropriate academic and career decisions and connect students to appropriate resources to remove barriers and promote academic persistence and success.
- Supports prospective students by attending ASAP's Orientation, Institute, etc. and by providing advising support to incoming students at ASAP|ACE and CSI's advisement events.
- Uses advising technologies such as CUNYfirst, Schedule Builder, Navigate DegreeWorks, Transfer Explorer, and other emerging technology/software to support and monitor students' academic progress to degree completion
- Facilitate group advisement sessions and freshman seminar/orientation sessions to support students' transition to the program and college.
- Plans and facilitates in conjunction with ASAP|ACE Associate Directors, student engagement events and activities such as workshops, open houses, etc. to engage and build community amongst students.
- Availability to work evening and weekend hours to support program function

QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

- A Master's degree in Psychology, Counseling, Higher Education, Educational Psychology, Social Work or related field
- At least two (2) years' experience providing academic advisement, guidance, support and services to students
- Strong understanding of the educational needs and challenges facing students from diverse urban backgrounds
- At least one (1) year experience working with historically marginalized racial groups in the U.S in education, particularly Black, Indigenous, and Latinx groups.
- Demonstrated ability to maintain accurate and detailed student records
- Demonstrated skill in understanding and respecting cultural differences
- Computer skills, particularly Microsoft Office (Access and Excel); and aptitude to learn new systems as needed.
- Strong organization, collaboration, communication, and facilitation skills
- Demonstrated knowledge of equitable and inclusive advisement practices to support students

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 - \$68,004

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.

*CUNY is in the process of implementing salary schedule increases. Once implemented, salaries of eligible employees will be adjusted by 6.09% with additional increases of 3.25% effective 9/1/2025 and 3.5% effective 9/1/26, in accordance with the terms of the PSC-CUNY collective bargaining agreement.

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

May 15, 2025

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.