

## Job Vacancy Notice

<b>Job Title:</b>	Academic Advising Coordinator - Student Probation
<b>Job ID:</b>	18094
<b>Location:</b>	Hostos Community College
<b>Full/Part Time:</b>	Full-Time
<b>Regular/Temporary:</b>	Regular

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### POSITION DETAILS

The Office of Student Life (OSL) at Hostos Community College is grounded in the development and maintenance of student programs that provide opportunities for academic, personal and professional growth through leadership activities, internships, orientation, counseling, wellness programs, career exploration and athletics. At the same time, OSL strives to increase awareness about institutional policies and procedures. The Academic Advising Coordinator for Student Probation advises continuing and re-admitted students on academic probation. Since many students experience some form of academic difficulty during their college career, OSL works to assist students whose Grade Point Average (GPA) falls below 2.0 to regain good academic standing and move toward eligibility for graduation.

Reporting directly to the Assistant Dean of Student Life, the successful candidate will be responsible for, but not limited to, the following:

- Processes re-admission of transfer students on academic probation.
- Provides advisement support to students on academic probation.
- Monitors academic progress of students in academic jeopardy.
- Makes referrals to student support services, depending on need.
- Orients at-risk students on Academic Appeals and Title IV appeal process.
- Informs students about enrollment deadlines, campus policies and procedures.
- Conducts follow up on student inquiries.

### QUALIFICATIONS

Bachelor's degree required. Availability to work evening and weekend hours preferred.

### CUNY TITLE OVERVIEW

Provides basic administrative support for the academic counseling program.

- Coordinates group student academic counseling and advisement workshops; schedules on-going advisement sessions
- Works with students to resolve academic issues by providing policy information and/or referrals
- Assists with training students, faculty and staff on use of advising technologies
- Conducts workshops for new faculty

- Updates advisement communication materials
- May conduct surveys of student services to evaluate program effectiveness; compiles data to prepare activity reports as needed
- May occasionally offer general academic advisement to students in degree and certificate programs.
- Performs related duties as assigned.

Job Title Name: Academic Advising Coordinator

**CUNY TITLE**

Assistant to HEO

**FLSA**

Non-exempt

**COMPENSATION AND BENEFITS**

\$40,815 - \$44,308; 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**

Applicants must apply online by accessing the CUNY website at [www.cuny.edu](http://www.cuny.edu) and navigate to the following links: "Employment" and "Search Job Postings"

Please attach your resume, cover letter, and three professional references.

**CLOSING DATE**

March 29, 2018 - Reopened

**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.