

## Job Description

<b>Job Title:</b>	Academic Advisor - Student Success Coaching Unit
<b>Job ID:</b>	15711
<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 Student Success Coaching Unit (SSCU) is an innovative academic engagement program that is committed to the academic, personal, and professional development of Hostos students. SSCU coaches work one-on-one with students throughout their time at Hostos to provide orientations to the college community as well as available resources in facilitating degree completion, transfer, and career planning.

The Student Success Coaching Unit at Hostos Community College seeks applications for multiple Academic Advisor positions. In addition to the CUNY Title Overview duties and reporting directly to Senior Coaches, successful candidates will perform the following:

- Works with caseload of an assigned group of students, providing personalized academic advisement and coaching.
- Develops a personal, collaborative relationship with assigned students and provides individualized guidance and ongoing feedback.
- Identifies student needs and connects them to existing college resources.
- Assists in the implementation of action plans to achieve student defined success.
- Encourages students to achieve self-awareness and identify their strengths, values and interests.
- Supports students in honing time management skills to better utilize time, prioritize commitments, and meet deadlines.
- Provides students with "study smarter" techniques through a wide assortment of active reading, test taking, and task analysis strategies.
- Recommends appropriate program support services and referrals to faculty learning resources and/or college student development services
- Tracks student success based on indicators; reports on student academic participation and progress.
- Serves as a member of a project-area-team responsible for producing work related to an assigned area.
- Assists students in developing decision-making skills.
- Assists with registration activities and other related duties as assigned.

### QUALIFICATIONS

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

### 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**

\$35,576 - \$41,623; 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 resume, cover letter, and three professional references.

**CLOSING DATE**

November 19, 2016

**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.