Job Description

Job Title: Academic Advisor
Job ID: 14493
Location: Hostos Community College
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The Academic Advisement Office at Hostos Community College is dedicated to the promotion of academic advising and career development and recognizes the potential for students' personal, social and academic growth. Students are encouraged to maximize their individual strengths, knowledge and skills to foster growth and excel academically.

The successful candidate will report to the Director of Academic Advisement. In addition to advising duties, the Academic Advisor will be responsible for the following:
- Utilize and navigate CUNY software such as Degree Works, CUNYfirst, TIPPS.
- Assist with updates to College Catalog.
- Assist with maintaining office databases, conducting systems database research.
- Perform advanced queries for advising outreach.
- Schedule ongoing advising sessions.

QUALIFICATIONS

Bachelor's Degree required. Selected candidate will be available to work evening and weekend hours.

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 and navigating to the following links: "Employment" and "Search Job Postings."

Please attach resume, cover letter, and the names, addresses, and telephone numbers of three professional references.

CLOSING DATE

April 10, 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.