Job Description

Job Title: Academic Advisor - Academic Advisement
Job ID: 13394
Location: Hostos Community College
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES

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

CONTRACT TITLE

Assistant to HEO

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

The Academic Advisement Office 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:
- Utilizes current CUNY Technology such as DegreeWorks, CUNYfirst and TIPPS to enhance the quality of the advisement program.
- Updates the college catalog and other printed materials as well as online advisement communication materials.
- Maintains office databases, lists, and files and ensures completeness and accuracy.
- Assists with training faculty and staff on the use of advising technologies.
- Conducts system database research and performs advance queries for advisement outreach.
- Schedules ongoing advisement sessions and attend off-campus meetings as required.

MINIMUM QUALIFICATIONS
Bachelor’s Degree required.

OTHER QUALIFICATIONS

The following qualifications are preferred:
- Strong interpersonal and teamwork skills to work with faculty, administrators, and students
- Communication skills with problem-solving and multitasking capabilities
- Experience with student information systems and student counseling
- Computer skills including proficiency with Microsoft Office
- Commitment to student learning, developmental advising protocols, academic success, and personal development
- Availability to work extended hours (when needed) during peak advising periods

COMPENSATION

$35,576 - $41,623

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment", "Search for Jobs", and "Search Job Listings".

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

CLOSING DATE

September 13, 2015

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.