

Job Vacancy Notice

Job Title: Academic Advisor
Job ID: 20030
Location: Hostos Community College
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The Academic Advisement Department 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.

Reporting to the Director of Academic Advisement, the successful candidate will be responsible for the following in addition to Title Overview duties:

- 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 attends off-campus meetings as required.

QUALIFICATIONS

Bachelor's Degree required.

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 during peak advising periods

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

\$40,815 - \$48,210; 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 navigate to the following links: "Employment" and "Search Job Postings"

Please submit resume, cover letter, and three professional references.

CLOSING DATE

Open until filled with review of applications to begin February 14, 2019.

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.