

## Job Vacancy Notice

**Job Title:** Academic Senior Advisor - Academic Advising Department

**Job ID:** 19144

**Location:** Hostos Community College

**Full/Part Time:** Full-Time

**Regular/Temporary:** Regular

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### POSITION DETAILS

The Office of Academic Advisement at Hostos Community College is dedicated to the promotion of academic advising and career development. The Office recognizes the potential for students' personal, social, and academic growth and encourages students to maximize their individual strengths, knowledge, and skills to foster growth and to excel academically. This office serves a student population of over 6000 students who pursue associate degree programs in various majors and is committed to assist with the advisement of all currently enrolled students. It is the responsibility of the Office of Academic Advisement to provide guidance, information, and advising assistance to our students. In addition, we make sure that faculty advisors have accurate information and are accessible to students during advising sessions.

Reporting directly to the Academic Advising Director, the Academic Advising Specialist will perform the following duties in addition to the Title Overview:

- Utilize current CUNY Technology such as DegreeWorks, CUNYfirst and TIPPS to enhance the quality of the advisement program.
- Assist with updating the college catalog and other printed materials.
- Assist with training faculty and staff on the use of advising technologies.
- Schedule ongoing advisement sessions and attend off-campus meetings as required.
- Liaise with advising areas within the college to assist students/staff and faculty advisors to provide guidance / support to ensure students' academic success.
- Provide academic support and follow up to incoming transfer students to ensure timely enrollment.
- Compile data from the Chancellor's Report to assist with updating college advising materials.
- Assist with coordinating faculty workshops, training sessions, registration and similar activities for academic advising.
- Compile and report DegreeWorks discrepancies to the Director of Academic Advisement for further review and follow up with the Registrar's Office and Central Office.
- Assist with preparing outreach correspondence to currently enrolled students.
- Train and oversee college assistant.
- Train new (non-CUNY transfer) students in CUNYfirst and DegreeWorks.
- Assist and participate in CUNY wide activities (CUNY Advising Symposium).

### QUALIFICATIONS

Bachelor's degree and four years' related experience required. Availability to work evening and weekend hours preferred.

## **CUNY TITLE OVERVIEW**

Provides expert and/or specialized academic counseling a diverse student population.

- .Offers comprehensive advisement to full-time and part-time students
- .Works with other academic affairs staff as well as enrollment and student affairs to assist students to declare majors and select appropriate courses
- .Monitors students' performances and takes appropriate action if necessary; resolves students' problems regarding curricular requirements
- .Develops academic plans and performs graduation audits
- .Provides information to students regarding student support services, college policies and program procedures and guidelines
- .Facilitates workshops; assists with other department activities such as course scheduling
- .Establishes and maintains student advisement files; prepares activity reports and analyses
- .May supervise extramural activities, such as internships and community service; may assist with accreditation efforts as needed
- .May provide career and transfer services and/or specialized program counseling
- .May supervise junior advising and/or clerical staff
- .Performs related duties as assigned.

Job Title Name: Senior Academic Advisor

## **CUNY TITLE**

Higher Education Assistant

## **FLSA**

Exempt

## **COMPENSATION AND BENEFITS**

\$47,340 - \$51,126; 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**

Open until filled - search 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.

