
Job Title	Non-Traditional Career Academic Advisor
PVN ID	BM-1808-002680
Category	Managerial and Professional
Location	BOROUGH OF MANHATTAN C. C.
Department	Academic Advisement and Transfer Center
Status	Full Time
Annual Salary	\$40,000.00 - \$50,600.00
Hour(s) a Week	35
Closing Date	Jan 10, 2019 (Or Until Filled)

General Description

Reporting to the Director of Academic Advisement & Transfer or her designee, the successful candidate will provide academic advising and other related services to non-traditional career and technical education (CTE) students. In addition, the successful candidate will work with student services areas, including but not limited to the Registrar's Office and the Testing Office to deliver academic and transfer advising to BMCC's diverse urban community college population.

Other Duties

Responsibilities include the following:

- Provide non-traditional CTE students with academic and transfer advising;
- Work with pre-college programs to coordinate and offer information sessions and college tours for high school students interested in non-traditional CTE careers;
- Assist with the coordination of annual transfer fairs;
- Schedule career panels for students interested in pursuing non-traditional CTE careers;
- Assist students with interpreting their DegreeWorks audit information;
- Schedule transfer college information panels and tours;
- Work schedule may include evening and/or weekend hours;
- Perform other duties as assigned by the Director of Academic Advisement and Transfer Center.

Qualifications

- A Bachelor's degree plus two or more years of work experience in higher education. A related Master's degree is preferred.
- The ideal candidate must demonstrate excellent interpersonal, oral, writing and organizational skills. The candidate must also have strong analytical, computer and presentation skills, as well as the ability to initiate projects.