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| Job Title | Career and Technical Education (CTE) Academic Advisor |
| PVN ID | BM-2303-005505 |
| Category | Managerial and Professional |
| Location | BOROUGH OF MANHATTAN C. C. |
| Department | Academic Advisement and Transfer Center |
| Status | Full Time |
| Annual Salary | \$42,000.00 - \$48,816.00 |
| Hour(s) a Week | 35 |
| Closing Date | Jun 04, 2023 (Or Until Filled) |

General Description

Reporting to the Director of the Academic Advisement & Transfer Center or a designee, the successful candidate will provide academic advising and other related services to CTE students. In addition, the successful candidate will work with student services areas, including but not limited to the Office of Accessibility, Student Affairs, Center for Career Development, Registrar's Office, Testing Office and selected academic departments to deliver academic and transfer advising to BMCC's diverse, urban, community college population.

Other Duties

Qualifications

Responsibilities will include, but are not limited to, the following:

- Provide CTE students with academic, career and transfer advising
- Assist students with interpreting their DegreeWorks audit information
- Initiate meetings with students and refer them to appropriate support services, if necessary
- Assist students with interpreting their proficiency indices and the remedial course sequence
- Assist with the delivery of transfer information sessions
- Provide academic audits for students preparing to apply for graduation
- Monitor CTE student retention
- Provide academic and transfer advisement, using various media (including e-advisement)
- Conduct seminars and workshops on topics such as Career Advisement, Time Management, Preparing for Transfer, etc.
- Participate in trainings and professional development activities

- Track CTE students and assist in completing Perkins Grant reports
- Schedule may include evenings and/or weekends
- Ability to effectively work remotely as well as in-person
- Perform other related duties as assigned

Qualifications:

- Bachelor's degree required
- Two years of higher education experience
- The ideal candidate must possess excellent computer, interpersonal, organizational, communications and analytical skills. Also, be a dynamic individual who can work independently and under general supervision to provide courteous and accurate customer service to all students, faculty, staff, and visitors of diverse backgrounds.

This is a grant-funded position through the Perkins Grant.