



Job Title	ACE Advisor
PVN ID	CC-2305-005592
Category	Instruction and Social Service
Location	The CITY COLLEGE of NEW YORK
Department	ACE Program
Status	Full Time
Annual Salary	\$50,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Jul 27, 2023 (Or Until Filled)

General Description

The City College of New York is hiring an academic advisor for the new ACE (Accelerate, Complete, and Engage) program on our campus. Modeled on the principles of CUNY's highly successful and nationally recognized Accelerated Study in Associate Programs (ASAP), ACE provides intensive academic advisement, career development, tuition scholarships, textbooks, and transportation assistance. Further information is available at www.cuny.edu/ASAP. The program will launch at CCNY in Fall 2023 in departments across four of CCNY's eight academic divisions.

The ACE academic advisor will be a member of an integrated team providing individual academic, career and related support to an assigned group of program students, utilizing a variety of modalities, as they progress towards their associate degree. Reporting to the ACE director (or their designee) the academic advisor is responsible to carry out advisement services to their cohort of students in accordance with program policy, with the goal of retaining the maximum number of students each semester and graduating a minimum of 50% of each student cohort. The ACE academic advisor will collaborate with other program staff, as well as faculty to provide coordinated services and support student success. The academic advisor assists with all program initiatives, including special events and recruitment, if necessary.

GENERAL DUTIES:

- Deliver comprehensive advisement support services to an assigned group of students through degree completion, according to campus program advisement rubric
- Utilize campus degree maps to create semester by semester academic plans for freshman, continuing and/or transfer students as appropriate
- Consistently review student progress and provide timely interventions to keep students on track toward degree
- Enter/document/track all student contact in ASAP program and/or college student database, recommend referral and services as appropriate
- Run student contact queries/reports consistently to determine outreach and follow up needed to meet students with the frequency and modality required by the program
- Conduct workshops and group advisement on topics of relevance and interest
- Performs related duties as assigned.

The City College of New York

Since 1847, The City College of New York has provided a high-quality and affordable education to generations of New Yorkers in a wide variety of disciplines. As the oldest of CUNY's twenty-five campuses, CCNY embraces its position at the forefront of social change. It is ranked #1 by the Harvard-based Opportunity Insights out of 369 selective public colleges in the United States on the overall mobility index. This measure reflects both access and outcomes, representing the likelihood that a student at CCNY can move up two or more income quintiles. In addition, the Center for World University Rankings places CCNY in the top 1.8% of universities worldwide in terms of academic excellence. Labor analytics firm Emsi puts at \$1.9 billion CCNY's annual economic impact on the regional economy (5 boroughs and 5 adjacent counties) and quantifies the "for dollar" return on investment to students, taxpayers and society. At City College, more than 14,000 students pursue undergraduate and graduate degrees in eight schools and divisions, driven by significant funded research, creativity and scholarship. CCNY is as diverse, dynamic and visionary as New York City itself.

Other Duties

MINIMUM Qualifications

Bachelor's degree (master's preferred) in an appropriate discipline and four years related experience.

A Master's degree in Psychology, Counseling, Educational Administration, Educational Psychology and/or Social Work may be substituted for 2 years' experience.

The ideal candidate will have:

- Experience working to provide guidance, support and services to students, transfer students a plus.
- Strong understanding of the educational needs and challenges facing students from diverse urban backgrounds
- Demonstrated ability to maintain accurate and detailed student records
- Demonstrated skill in understanding and respecting cultural differences
- Demonstrated knowledge of equitable and inclusive advisement practices to support students
- Computer skills, particularly Microsoft Office (Access and Excel); and aptitude to learn new systems as needed.
- Strong organization, collaboration, communication, and facilitation skills

Qualifications
