
Job Title	Transfer Advisor
PVN ID	CC-2408-006391
Category	Instruction and Social Service
Location	The CITY COLLEGE of NEW YORK
Department	Admissions
Status	Full Time
Annual Salary	\$51,242.00 - \$63,382.00
Hour(s) a Week	35
Closing Date	Oct 08, 2024 (Or Until Filled)

General Description

The Transfer Advisor will report to the Vice President of Student Affairs and Enrollment Management and will assist students in navigating the Transfer process to facilitate a seamless transfer from Community College to the City College of New York (CCNY). This position is responsible for advising, coaching, and providing academic interventions with college transfer students through the 1847 Academy. The transfer advisor will collaborate with Community College Transfer Advisors, perform activities that will assist transfer students in their transition from application at Community Colleges to transfer to CCNY, and assist them in changing majors, if needed. The Transfer Advisor will engage in proactive advising and academic coaching of first-year transfer students at CCNY, and will assist with informational programming for all transfer students. The advisor will be expected to engage with Community College Transfer applicants both virtually and in-person. This will require travel to community colleges to attend advising and coaching sessions.

The day-to-day functions of the Transfer Advisor will be inclusive of, but not limited to the following:

- Conducting academic counseling of transfer students in the pre-enrollment phase
- Advising and coaching transfer students during their first semester of attendance at CCNY
- In collaboration with the Career and Professional Development Institute (CPDI), assisting transfer students with career/major exploration
- Leading individual and group advising sessions with transfer students, as needed
- Interpreting students needs and providing individualized assistance, while maintaining confidentiality
- Applying creativity and imagination in the application of duties and responsibilities
- Identifying and implementing new and improved methodologies, policies and procedures to enhance the success of transfer 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

Other Duties

- Provides information to students regarding student support services, college policies and program procedures and guidelines
- Facilitates workshops; assists with other department activities
- Establishes and maintains student advisement files; prepares activity reports and analyses
- May supervise junior advising and/or clerical staff
- Performing other related duties as assigned

Qualifications

- Bachelor's degree or higher with at least three years of experience in a higher education environment.
- Must be able to work individually, and as part of a team.
- Understanding of the community college learner.
- Availability to travel to Community Colleges to engage transfer students in-person