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<b>Job Title</b>	First Year STEM Advisor
<b>PVN ID</b>	HC-2204-004694
<b>Category</b>	Instruction and Social Service
<b>Location</b>	HUNTER COLLEGE
<b>Department</b>	Anthropology
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00 - \$50,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 07, 2022 (Or Until Filled)

## General Description

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We seek an Academic Advising Specialist to serve in an important and impactful role working with first year STEM college students as part of the National Science Foundation-Hispanic Serving Institution Grant. The Academic Advising Specialist will contribute to the development and implementation of proactive and holistic advising and related programs for Hispanic / Latinx students interested in pursuing academic programs in STEM in particular, and will help to identify and create high impact and academic advising programs and practices more generally. The Advising Specialist will focus on early engagement with students and their potential academic and career pathways and will play an important role in identifying critical milestones and transitions for students in collaboration with the multidisciplinary leadership team of the grant. The incumbent will also have an opportunity to contribute to research on the effectiveness of various practices on student persistence and retention in STEM.

- Administer programming for first year STEM students and integrate best practices that support increased retention and graduation rates such as designing collaborative learning communities, encouraging credit momentum, facilitating timely major discernment and declaration, and connection to campus resources and opportunities.
- Advise an assigned caseload of students using a holistic and proactive approach regarding policies and procedures, student resources and opportunities, academic planning, and strategies for success.
- Develop advising experiences in collaboration with other grant team members and colleagues across the advising and student success network to promote increased student engagement, learning and success.
- Conduct group advising programs, particularly for first year students in STEM, and help coordinate and deliver elements of summer bridge and winter bootcamp programs.
- Engage collaboratively with other units to foster student support and success, such as faculty/academic departments, Counseling and Wellness, The Learning Centers, Pre-Professional advising, Financial Aid and Student Life.
- Develop and maintain a proactive and encouraging advising communication plan and schedule of advising programs.

PLEASE SUBMIT A RESUME/CV AND A LETTER OF INTEREST BY MAY 6st FOR BEST

CONSIDERATION.

## Other Duties

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- Other duties as assigned.

## Qualifications

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- Bachelor's or advanced degree from an accredited institution in advising or a related discipline.
- Experience with programming relating to first-year students, STEM education, student retention, educational psychology, etc.
- Experience with programming relating to students from diverse backgrounds, particularly Hispanic/LatinX students.
- Ability to work independently and collaboratively as part of a large, complex, interdisciplinary team with a number of priorities
- Excellent interpersonal and communication skills.
- Expertise or interest in research relating to college-level STEM education, first-year programming, or similar grant-related topics.
- Spanish language proficiency is desirable.