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| Job Title | ACE Academic Advisor |
| PVN ID | JJ-2108-004167 |
| Category | Instruction and Social Service |
| Location | JOHN JAY COLLEGE OF CRIMINAL JUSTICE |
| Department | ACE Program |
| Status | Full Time |
| Annual Salary | \$55,000.00 - \$59,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | Oct 01, 2021 (Or Until Filled) |

General Description

Position Description: The John Jay ACE (Accelerate-Complete-Engage) program is a comprehensive program designed to help students complete their academic journey to the bachelor's degree over four years by providing participants with a clearly mapped program of study and comprehensive academic advisement and career support services. For more information about the ACE program at John Jay College of Criminal Justice, CUNY go to the program's website at www.jjay.cuny.edu/ace-john-jay.

Reporting to the ACE Associate Director at John Jay, the ACE Academic Advisor is a member of an integrated college team providing individual academic and personal support to an assigned group of John Jay students as they progress through the ACE program.

This is a grant-funded position which ends June 30, 2022.

Closing Date: August 27, 2021 or until filled

Other Duties

Primary Duties:

- Delivers comprehensive advisement support services to an assigned group of students through degree completion;
- Conducts or supports delivery of monthly student seminars on issues of importance to students;
- Reviews student progress and tracks student use of academic support services;
- Conducts regular outreach to faculty and other college staff as needed to support student success;
- Maintains accurate tracking data and notes for each assigned student, recommending appropriate referrals and opportunity programs;
- Supports annual recruitment of new students into the program;
- Organizes periodic special events and programs for students; and

- Performs other related duties as assigned by the ACE Associate Director and/or ACE Program Director

Qualifications

Qualification Requirements:

- Master's degree preferred (bachelor's degree required) in an appropriate discipline (e.g., guidance counseling, social work, student college personnel or psychology)
- A minimum of two years academic advisement experience in higher education;
- Strong understanding of the needs of urban, first-generation college students;
- Demonstrated ability to work both independently and as part of a team;
- Demonstrated ability to work well with faculty and administrators;
- Willingness to work to evenings and weekends as needed;
- Strong organization, project management and facilitation skills;
- Ability to enter, monitor and interpret student data accurately;
- Excellent written and oral communication skills; and
- Strong computer skills, particularly Microsoft Office (Access); and aptitude to learn new systems as needed.