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<b>Job Title</b>	ACE Academic Advisor
<b>PVN ID</b>	JJ-2205-004805
<b>Category</b>	Instruction and Social Service
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
<b>Department</b>	ACE Program
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,000.00 - \$60,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 18, 2022 (Or Until Filled)

## General Description

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### ABOUT JOHN JAY COLLEGE

John Jay College of Criminal Justice is a senior college of the City University of New York (CUNY) and an internationally recognized leader in educating for justice. Led by President Karol V. Mason, John Jay is a federally designated Hispanic-serving institution, it is ranked third in the nation in Black student success, and it is a top ten institution for promoting student social mobility. John Jay is proud to serve a diverse and dynamic student body of 15,000 students that includes nearly fifty percent students who are first in their family to attend college as well as students who are immigrants, from low-income families, or from other historically underrepresented groups in higher education.

### POSITION DETAILS

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](http://www.jjay.cuny.edu/ace-john-jay).

This position is grant-funded for four years.

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.

## Other Duties

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### Primary Duties:

- Delivers comprehensive advisement support services to an assigned group of students through degree completion;
- Conducts or supports delivery of weekly 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, faculty and staff; and
- Performs other related duties as assigned by the ACE Associate Director.

## **MINIMUM QUALIFICATIONS**

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

The preferred candidate will have:

- Strong understanding of the needs and challenges facing students from diverse urban backgrounds
- Demonstrated ability to work independently and as part of a team, within the department and with faculty and other administrators
- Strong organization, project management, communication, and facilitation skills
- Ability to maintain accurate and detailed records of student activities
- Computer skills, particularly Microsoft Office Suite, and aptitude to learn new systems as needed.

## **Qualifications**

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### **PHYSICAL REQUIREMENTS**

- This position is located in a professional office environment and is currently hybrid, working 70% in person (7 days) in office and 30% remote (3 days) during every two-week payroll cycle. Laptop may be provided if needed to support working remotely.
- As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.