Job Title	Academic Advisor/Administrative Specialist
PVN ID	JJ-2206-004866
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	PRISM/Sciences
Status	Full Time
Hourly Rate	$22.00-$25.00
Hour(s) a Week	35
Closing Date	Oct 11, 2022 (Or Until Filled)

General Description

The Program for Research Initiatives in Science and Math (PRISM) at John Jay College of Criminal Justice is seeking a dynamic and professional individual to coordinate and assist in the expansion of its thriving undergraduate pre-professional programs in science and math. PRISM was founded in 2006 to expand our capacity to mentor students in scientific research skills and prepare them for careers in STEM. The program has been highly successful, leading to a growth in the number of students performing mentored-research; an increase in the number of students graduating from science at the College; and an expansion in the number of students, and especially students from underrepresented populations, moving on to graduate and professional school. As a result of its success in mentoring students, the Program was recognized with a Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring in 2011 by the White House.

PRISM now seeks a full-time Academic Advisor/Administrative Specialist. Primary responsibilities include working with science and math students and faculty to provide targeted and "intrusive" academic advisement, assisting with the development and execution of program activities, collecting and organizing student data to prepare reports for our sponsors, and managing program purchase and payment requests, budgets, and account reconciliation.

GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Job Description:

Student Development & Advisement

- Under the day-to-day supervision of the Program Associate Director, applies some independent judgment in providing academic advisement and other support services to students, instructional staff, and administrative staff.
- Assists in developing programmatic approaches/offerings and technical support to meet sponsor mandates and ensures applications are consistent with program models.
- Assists in student recruitment and outreach; tracks student progress and performance.
- Creates and maintains student records and uses them to prepare reports using sponsor (NYSED)

reporting and tracking systems.

Program Administration

- Manages the program budget and coordinating purchasing, accounting, and reconciliation
- Assists in planning and executing various events, ceremonies, job fairs, etc.
- Collects, organizes, and manages student academic/financial records as required by grants sponsors using FERPA best practices.
- Increase program presence on various social media platforms.
- Coordinate and organize materials for key functions and meetings; attend external meetings on behalf of the Program Directors and/or other senior program staff.
- May conduct specialized data analysis and create and maintain data sets for the program; may assist other specialists with qualitative and quantitative analysis; maintains quality control of program databases; consults as needed with IT staff; may assist in writing technical portions of reports and proposals.

Other Duties

- Interfaces as needed with support staff from various college offices in resolving issues involving student needs or technical issues.
- Meets with individual students and participants.
- Researches and prepares reports, collects and analyzes data, drafts manuals, writes newsletters, drafts policies and procedures, creates forms, prepares and delivers presentations and keeps confidential records.
- Uses established protocols or reporting systems for maintaining accurate, well-organized inventories of all student data, materials and equipment.
- Attend external training as assigned and completes certification programs essential to the project.
- Performs the duties of lower-level positions when necessary; performs other duties as assigned.

Qualifications

CORE COMPETENCIES:

- Working knowledge of higher education and/or public administration as evidenced by study, training, certifications, prior technical/job experience, etc.
- Ability to communicate effectively with and convey simple to complex concepts, processes, and practices to peers, supervisors, students, sponsors, administrators, a relevant target community, and parent groups; ability to listen and respond to the concerns/ideas of others;
- Ability to work under and meet deadlines, with changing priorities;
- Ability to respond calmly to emergencies and to fashion solutions to student, administrative, or technical problems; ability to seek assistance when needed;
- Ability to establish community networks and deal effectively with community groups;
- Ability to write clearly and produce/edit accurate, well-organized, and understandable reports;
- Knowledge of community resources and networks of support for programs;
- Knowledge of major computer software, or software of equivalent complexity, used in the

learning/counseling environment or in technical support of the project;

- Knowledge of asynchronous and distance learning technology applications;
- Ability to work as part of a team, and independently.

QUALIFICATIONS:

Minimum Qualifications:

A Bachelors' Degree in a directly related field of study from an accredited institution (e.g., education, business administration, academic advisement/counseling, higher education administration), an appropriate certification of specialization, and no fewer than three (3) years of progressively responsible experience of related work;

OR,

An advanced degree in a related field of study from an accredited institution, an appropriate certification of specialization, and no less than one (1) year experience performing responsible related work;

AND

- Strong verbal and interpersonal communication skills to work and interact effectively, collaboratively, and cooperatively with a diverse community of students, faculty, staff and external constituents in a large centralized public university system.
- Proven administrative abilities that include:
  - Outstanding organizational, interpersonal and communication skills
  - High attention to detail with the ability to manage multiple assignments and meet deadlines
  - Ability to work independently, perform multiple tasks simultaneously, and work within a team environment with students, faculty, staff, and administrators
- Strong computer proficiency using standard office software programs, in particular MS Office 365, including Microsoft Excel, Teams, Zoom and DropBox
- Available in the daytime as well as occasional evenings/weekends, and available to travel/chaperone students attending conferences/meetings.

Preferred Qualifications:

In addition to the competencies above, a post-graduate degree in higher education administration or public administration from an accredited institution, and no less than one (1) year experience in an educational setting/student services/student affairs, academic advisement; AND

- Experience working in a secondary or post-secondary setting.
- Spanish language skills.
- Experience working with students from diverse backgrounds.
- We are, especially, seeking candidates who have engaged in professional development activities to enhance knowledge of diversity, equity and inclusion and have worked collaboratively across various departments in fostering success of underrepresented groups and a supportive and inclusive environment for all.

Possession of the core competencies determined to be required at the time of hire.

NOTE: As determined by the RF Executive Director or other higher-level officer, additional specific training,

academic degrees, experience, skills, certifications, second languages, and/or knowledge may be required.

NOTE: This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

NOTE: PRISM, is located at John Jay College near Columbus Circle in the heart of Manhattan, NYC. The Program provides academic and pre-professional support to undergraduate STEM students of all levels to promote their pursuit of professional careers in the sciences. Founded in 2006, PRISM has been recognized for having a national impact on promoting the entry of underrepresented students into the sciences.

This position is with the Research Foundation of CUNY and located at the campus of John Jay College. Position is open to hybrid schedule or full-time on-campus schedule, as per CUNY policies. The Research Foundation of the City University of New York is an equal opportunity/affirmative action/Americans with Disabilities Act, E-Verify employer.