

---

<b>Job Title</b>	ACE Academic Advisor
<b>PVN ID</b>	JJ-2312-006031
<b>Category</b>	Managerial and Professional
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
<b>Department</b>	ACE Program at John Jay
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$56,447.00 - \$62,411.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 03, 2024 (Or Until Filled)

## General Description

---

### 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.

The College participates in the doctoral programs of the Graduate Center of CUNY, and offers bachelor's and master's degrees both in traditional criminal justice-related fields of study as well as in a robust portfolio of liberal arts and sciences programs that highlight themes of justice across the arts, sciences, humanities, and social sciences. The College seeks staff and faculty members who thrive in multicultural academic environments and are committed to access and excellence in higher education.

ASAP and ACE programs help students earn their college degree as quickly as possible, by removing the financial, academic, and personal obstacles that many students confront. Key ASAP|ACE program features include a consolidated block schedule, cohorts by major, required full-time study and comprehensive advisement and career development services. Financial incentives include tuition waivers for financial aid eligible students, yearly textbook vouchers, and monthly MetroCards for all students.

The ACE academic advisor is a member of an integrated team providing individual academic, career and related support to an assigned group of program students, utilizing a variety of modalities, as they progress towards their bachelor's degree. Reporting to the ACE associate director, the academic advisor is responsible to carry out advisement services to their cohort of students in accordance with program policy, with the goal of retaining the maximum number of students each semester and graduating a minimum of 50% of each student cohort. The ACE academic advisor will collaborate with other program staff, as well as faculty to provide Careers at RFCUNY coordinated services and support student success. The academic advisor assists with all

program initiatives, including special events and recruitment, if necessary.

- Deliver comprehensive advisement support services to an assigned group of students through degree completion, according to campus program advisement rubric
- Utilize campus degree maps to create semester by semester academic plans for freshman, continuing and/or transfer students as appropriate
- Consistently review student progress and provide timely interventions to keep students on track toward degree
- Enter/document/track all student contact in ACE program and/or college student database, recommend referral and services as appropriate
- Run student contact queries/reports consistently to determine outreach and follow up needed to meet students with the frequency and modality required by the program
- Conduct workshops and group advisement on topics of relevance and interest
- Performs related duties as assigned.

## Other Duties

---

- Provides comprehensive career advisement to prepare students for post-graduate success;
- Monitors student academic progress and engagement in experiential learning;
- Conducts regular outreach to faculty and other college staff as needed to support student success;
- Organizes periodic special events and programs for students, faculty and staff;
- Supports annual recruitment of new students into the program;

## Qualifications

---

Bachelor's degree (master's preferred) in an appropriate discipline and two years related experience. The ideal candidate will have:

- Experience working to provide guidance, support and services to students, transfer students a plus.
- Strong understanding of the educational needs and challenges facing students from diverse urban backgrounds
- Demonstrated ability to maintain accurate and detailed student records
- Demonstrated skill in understanding and respecting cultural differences
- Demonstrated knowledge of equitable and inclusive advisement practices to support students
- Computer skills, particularly Microsoft Office (Access and Excel); and aptitude to learn new systems as needed.
- Strong organization, collaboration, communication, and facilitation skills

This is a grant-funded position that is eligible for annual renewal through June 2026.