

Job Title	Advisor
PVN ID	KB-1806-002573
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	Department of Student Affairs
Status	Full Time
Annual Salary	\$45,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Sep 07, 2018 (Or Until Filled)

General Description

- Provides academic and planning support services to Learning Communities students.
- Oversees cohort of students through to graduation addressing all needs holistically and works as students' liaison to all Student Affairs Services.
- Assists in Learning Communities participant recruitment, placement, and registration.
- Meets with individual students to clarify values and goals, audit academic progress, offer academic and personal guidance through the course selection process, and offer advice regarding educational options, requirements, policies and procedures.
- Coordinates and collaborates with college faculty, staff, and services to support students.
- Works closely with SPARK Program Coordinator to provide supplemental assistance to students and track student performance for reporting purposes.
- Communicates regularly with SPARK Program financial aid counselor to ensure that student information is up-to-date and financial aid package is delivered in a timely manner.
- Maintains confidential student records and databases, and prepares, analyzes, and presents data and reports.
- Leads intermittent workshops, New Student orientation, tours, etc.
- Offers advice on specific programs or to specific student groups.
- Performs related duties as assigned.
- Teaches Student Development (SD 10) class(es) as part of a Learning Community link in collaboration with at least one other instructor.

Other Duties

- Working knowledge of academic counseling as evidenced by study, training, certifications, prior instructional, counseling, or technical 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 write clearly and produce/edit accurate, well-organized, and understandable reports
- Knowledge of campus community resources and networks of support for programs
- Knowledge of major computer software, or software of equivalent complexity, used in the learning/counseling environment; knowledge of CUNYfirst a plus
- Ability to work on a team, as well as work independently
- Occasional evening and weekend may be required

Qualifications

Candidate should have a minimum of a Bachelor's degree in counseling, psychology, or related field. Experience working in academic advisement in a higher education setting a plus. The candidate should possess good computer skills, as well as the ability to initiate projects. They must be able to demonstrate good organization skills, positive interpersonal skills, and excellent communication skills. They must have strong internet experience in the use of technology in student services. The candidate must be able to work with students, faculty, staff and representatives from the corporate world. In addition, it will be essential for the academic advisor to demonstrate administration abilities as well as a strong ability to prioritize tasks. A demonstrated commitment to excellence in delivering services to students is essential. This is a 3-year grant entering its final year with a possibility of an extension.