

Job Title	Advisor
PVN ID	KB-1809-002722
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	Dean of Student Affairs
Status	Full Time
Annual Salary	\$50,000.00 - \$53,000.00
Hour(s) a Week	35
Closing Date	Oct 30, 2018 (Or Until Filled)

General Description

- Supports the Office of Student Success with a variety of college wide retention initiatives including: New Student Orientation, At risk population workshops, Early semester registration (including the recruitment for the JUMP START program) and claiming your college E-Mail campaigns, completing SPARC, Degree Works tutorials, CUNYfirst workshops, etc.
- Work with the Director of the Student Success Center to establish a needs assessment to provide equity to the distribution of SPARK and Rudin book voucher funds.
- Track the distribution of textbook vouchers using the Assist Me App, SPARK fund and the KCC Rudin fund.
- Liaison to our Kingsborough Now in the Neighborhood Community Partners and BKON partners; represent KCC at recruitment events; be the assigned academic advisor to our shared students.
- Assist students with concerns/issues involving the areas of financial hardship and academic difficulties and resolves them appropriately so that they can stay enrolled in college.
- Support the Office of Financial Aid in assisting students with completing their FAFSA and provide information to these students about the requirements necessary to receive federal and state aid.
- Monitor and supervise the CARA Peer Leader program: develop programming, oversee the workshops and supervise the Peer Leaders and the student cohorts.
- Collaborate with the Office of Academic Affairs, Enrollment Management, Freshman Services, Learning Communities and Single Stop
- Be knowledgeable about degree requirements and be able to meet and provide academic advisement to students.
- Interacts with all offices on campus
- Ensures strict confidentiality and sensitivity in all aspects of office operations.
- Performs related duties in all areas of Student Affairs as needed.
- Able to work evenings and weekends during peak times.

Other Duties

Qualifications

- Bachelors degree required. Two years of work experience.
- Strong organizational skills with ability to establish priorities, manage multiple demands and projects, and meet deadlines.
- Knowledge of all areas relating to Student Affairs.
- A strong student service orientation required.
- Ability to take initiative, resolve problems diplomatically and discreetly and work effectively, cooperatively, and independently with all levels of staff and students.