
Job Title	Academic Advisor – Crossing the Finish Line Initiative
PVN ID	LA-2307-005714
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Student Advisement Services
Status	Full Time
Annual Salary	\$45,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Jul 19, 2023 (Or Until Filled)

General Description

LaGuardia Community College, located in Long Island City, Queens, educates more than 50,000 New Yorkers annually through degree, certificate, and continuing education programs. Our guiding principle Dare To Do More reflects our belief in the transformative power of education—not just for individuals, but for our community and our country—creating pathways for achievement and safeguarding the middle class. LaGuardia is a national voice on behalf of community colleges, where half of all US college students study. Part of the City University of New York (CUNY), the College reflects the legacy of our namesake, Fiorello H. LaGuardia, the former NYC mayor beloved for his championing the underserved. Since our doors opened in 1971, our programs regularly become national models for pushing boundaries to give people of all backgrounds access to a high quality, affordable college education. We invite you to join us in imagining what our students, our community, and our country can become. Visit www.LaGuardia.edu to learn more.

The LaGuardia Crossing the Finish Line initiative Students helps motivated community college students earn degrees as quickly as possible, with the goal of graduating at least 50% of students within one year. Key Crossing the Finish Line features include mandatory tutoring and attending community building activities, and comprehensive advisement and career development services. Financial incentives include tuition waivers for financial aid-eligible students and textbook assistance for students who remain in compliance with initiative's requirements.

Other Duties

Reporting to the Assistant Dean of Academic Affairs, the Academic Advisor, a full-time position, will be responsible for carrying out the following duties:

- Academic Planning: Assist students in selecting appropriate courses and creating a long-term academic plan based on their goals, interests, and degree requirements.
- Course Selection and Registration: Help students navigate the course catalog, explain prerequisites, and

guide them in choosing the right classes each semester. Assist with registration processes and resolving any related issues.

- Degree Audits: Conduct regular degree audits to ensure students are on track to meet graduation requirements. Identify any deficiencies or discrepancies and recommend suitable courses or actions to address them.
- Academic Progress Monitoring: Monitor students' academic progress by reviewing their grades, attendance records, and other relevant indicators. Identify potential academic challenges or areas for improvement and provide necessary support or referrals.
- Advising Sessions: Conduct one-on-one advising sessions with students to discuss their academic goals, challenges, and concerns. Offer guidance on academic and career choices, program requirements, and resources available.
- Student Support: Provide assistance and referrals to support services, such as tutoring, career counseling, disability services, or financial aid. Help students navigate administrative procedures and connect them with relevant campus resources.
- Transfer Planning: Assist students interested in transferring to four-year institutions by explaining transfer requirements, articulation agreements, and application processes. Help students explore transfer options and develop a transfer plan.
- Educational and Career Guidance: Provide information and guidance on educational pathways, majors, and career options based on students' interests, skills, and goals. Help students explore different academic and career opportunities.
- Orientation and Workshops: Facilitate orientation sessions for new students, introducing them to academic policies, campus resources, and advising services. Conduct workshops or presentations on various academic topics, study skills, or time management.
- Record Keeping: Maintain accurate and confidential records of student interactions, academic plans, and relevant documentation. Update and utilize student information systems or advising software to track student progress.
- Collaborative Efforts: Collaborate with faculty, department chairs, and other campus personnel to ensure effective academic advising practices and promote student success. Participate in professional development activities to stay updated on advising techniques and trends.
- Data Analysis and Reporting: Compile data and generate reports on advising activities, student outcomes, and trends. Use data to evaluate the effectiveness of advising programs and propose improvements.
- Coordinate recruitment activities. Provide reports detailing recruitment efforts and results;
- Coordinate tuition assistance and book vouchers with respective departments.
- Performs related duties as assigned.

Qualifications

- Bachelor's Degree required.
- 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.
- Excellent interpersonal and communication skills and demonstrated ability to building rapport with

students and providing effective guidance as well as the ability to listen actively, ask relevant questions, and offer empathetic support.