

Job Title	Academic Advisor - Part Time
PVN ID	LE-1808-002679
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	Enrollment Management
Status	Part Time
Hourly Rate	\$32.00-\$35.00
Hour(s) a Week	0.00-19.00
Closing Date	Oct 21, 2018 (Or Until Filled)

General Description

Lehman College is seeking a Part Time Academic Advisor for a recently awarded 5-year grant (*Currently in year 2 of 5*): **Pathways to Student STEM Success: Using High Impact Practices to Improve STEM Enrollment, Retention, Transfer and Graduation**. The advisor, cross-trained in advisement, admissions, and financial aid policies, will be located at Hostos Community College to meet with cohort and individual students on a regular basis. The primary responsibility is to advise students on academic policies, degree requirements, admissions processes, and financial aid procedures to ensure that students stay on track, are successful in completing their degree, and are ready for transfer to Lehman College.

About the Pathways to Student STEM Success Program:

Pathways to Student STEM Success (PTS³) is a coherent and collaborative program that will engage senior and community college students in activities designed to build their social and cultural capital through: intensive advisement; mastery of academic content and skills; and participation in STEM activities that are central to STEM interest, efficacy, and success. PTS³ will also address administrative barriers that plague transfer students through joint planning and collaborative implementation with Bronx Community College (BCC), Hostos Community College (HCC) and Lehman College.

Other Duties

- Meet with STEM cohort and individual students on a regular basis.
- Counsel applicants and students on eligibility for financial aid programs and assist them in the application process
- Schedule and host events on a regular basis at academic partner institutions and at Lehman to promote transfer
- Assist in the recruitment of potential new students for future cohorts
- Develop and maintain relationships with faculty and staff at all campuses and partner institutions

- Expand and promote STEM articulation agreements between community colleges and Lehman College
- Conduct outreach to prospective and accepted students
- Assist PTS³ team with special events
- May require evening and weekend hours occasionally

Qualifications

- Bachelor's degree in an appropriate area of specialization required, Master's degree preferred
- Two years of academic advising experience, preferably with at-risk students
- Excellent communication skills
- Computer skills including MS Office (required) and CUNYfirst (preferred)