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<b>Job Title</b>	Accelerate, Complete, Engage (ACE) Academic Advisor (FT) 2 p
<b>PVN ID</b>	LE-1901-002917
<b>Category</b>	Managerial and Professional
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	Enrollment Management
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,000.00 - \$62,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 25, 2019 (Or Until Filled)

## General Description

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Accelerate, Complete, Engage (ACE) is a baccalaureate completion program based on the principles of the successful CUNY Accelerated Study in Associate Programs (ASAP). ACE is designed to increase timely graduation rates by removing the financial, academic, and personal obstacles that many students confront. Key ACE program features include a consolidated block schedule, small class size, required full-time study and comprehensive advisement and career development services. Financial incentives include tuition waivers for financial aid eligible students, yearly textbook assistance, and Metrocards or campus parking privileges for all students. Further information is available at [www.cuny.edu/ASAP](http://www.cuny.edu/ASAP).

The ACE Advisor is a member of an integrated college team providing individual academic and personal support to an assigned group of community college students as they progress through the program.

## Other Duties

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### ***Primary Duties:***

- Delivers comprehensive advisement support services to an assigned group of students through degree completion;
- Reviews student progress and tracks student use of academic support services;
- Conducts regular outreach to faculty and other college staff as needed to support student success;
- Maintains accurate tracking data and notes for each assigned student, recommending appropriate referrals and opportunity programs;
- Supports annual recruitment of new students into the program;
- Organizes periodic special events and programs for students, faculty and staff;
- May conduct or support delivery of student seminars on issues of importance to students;

- Performs other related duties as assigned.

## Qualifications

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- Bachelor's Degree and a minimum of 4 years academic advisement experience, or a master's Degree in in a relevant discipline and a minimum of 2 years of academic advisement experience
- Strong understanding of the needs of freshmen and transfer college students;
- Demonstrated ability to work both independently and as part of a team;
- Demonstrated ability to work well with faculty and administrators;
- Willingness to work evenings and weekends as needed;
- Strong organization, project management and facilitation skills;
- Ability to enter, monitor and interpret student data accurately;
- Excellent written and oral communication skills;
- Strong computer skills, particularly Microsoft Office (Access); and aptitude to learn new systems as needed.