

Job Title	Academic Advisor
PVN ID	LE-2108-004184
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	
Status	Full Time
Annual Salary	\$50,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Oct 19, 2021 (Or Until Filled)

General Description

Lehman College has developed a comprehensive Step Up Program to support first-year students impacted by COVID as they transition to and during their first year of college. The Step Up Program will support students through academic support, socio-emotional support and academic advising. Reporting to the GPS Director, the Step Up Program Academic Advisor will collaborate with a team of GPS advisors to support the first-year students through their first year.

Other Duties

Primary Duties:

- Assist with the registration, advising and onboarding of incoming students
- Monitor and maintain assigned Step Up caseload, which includes advising and guiding students into the appropriate meta-major/ major through individual meetings and group information sessions both in-person and online
- Advise students on academic issues with respect to curriculum and general education requirements, major and minor areas, and academic policies and standards including grading policies, and various appeal processes
- Create pathways to faculty advisors for the cohort and partner with academic programs and administrative areas to develop and place students into mentoring, research, internship, summer/winter programs, and/or career shadowing opportunities
- Develop and implement retention initiatives leveraging technology such as early alert software and communication tools
- Participate in GPS' outreach and retention campaigns such as CUNY's Academic Momentum Initiative, INC, registration, etc. to support students

- Participate in GPS committees, college-wide committees, and partner with GPS affiliated support services such as career and personal counseling, financial aid, and tutoring to support students
- Performs other related duties as assigned.

Qualifications

Qualification Requirements:

- Bachelor's degree with a minimum of 4 years of academic advisement experience, OR Master's degree in an appropriate discipline (e.g., guidance counseling, social work, student college personnel or psychology) with a minimum of 2 years of academic advisement experience;
- Strong understanding of the needs of urban, first-generation 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 to 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; and
- Strong computer skills, particularly Microsoft Office, and aptitude to learn new systems as needed.