
Job Title	Academic Advisor
PVN ID	LE-2301-005322
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	Enrollment Management
Status	Full Time
Annual Salary	\$55,000.00 - \$56,100.00
Hour(s) a Week	35
Closing Date	Mar 04, 2023 (Or Until Filled)

General Description

Lehman's Step-Up Program supports the transition of all incoming first-time, full-time students during their first year through advising, social and emotional support, and academic support. The Academic Advisor for First Year Students supports the academic needs of students primarily outside of the classroom. This position reports to the academic advising office of the college. The position is a one-year position with the possibility of an additional year extension.

Other Duties

Job Responsibilities:

- Provide intensive, high-touch in-person and virtual advising services on academic issues with respect to curricular, general education and program requirements, selection of major and minor areas and academic standards including those for retention and probation
- Evaluate students' records to track progress toward degree completion
- Leverage technology including EAB Navigate, early alerts and communication tools to monitor students' success and semester-to-semester persistence; create interventions aimed at reducing stop outs and improving metrics for success and retention
- Serve as a resource to students regarding academic policies and standards, grading policies and various appeal processes
- Collaborate with other members of student success team as well as with the academic departments to create and promote opportunities for student engagement in extracurricular activities, departmental networking events and experiential learning
- Facilitate workshops and information sessions for students on use of Lehman-based and CUNY-wide systems utilized in the advising and registration processes
- Support students through the account settling process to verify eligibility for timely enrollment
- Identify and refer students in need of additional support and/or services

- Participate in advising-based and college-wide committees
- Participate in the development of advisor training materials
- May oversee a designated advising program and serve as a resource to colleagues regarding this area of specialization
- May supervise junior advising and/or clerical staff

Qualifications

Minimum Qualifications

Bachelor's degree in Counseling or Education or related field with a minimum of two years experience in higher education.

- Possess excellent writing skills
- Strong presentation and problem-solving skills
- Ability to adapt to the changing needs of students
- Collaborative and inclusive
- Some evening and weekend hours
- MS Office Skills (Word, PPT and Excel)