

<b>Job Title</b>	Academic Advisor (ACE)
<b>PVN ID</b>	LE-2304-005558
<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>	\$60,000.00 - \$68,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 27, 2024 (Or Until Filled)

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## General Description

Accelerate, Complete, and Engage (ACE) at Lehman College is a comprehensive program designed to help students complete their academic journey to the bachelor's degree within two years (transfer) or four years (freshmen). ACE provides a range of financial, academic, and personal support, including intensive academic advisement and career counseling, as well as tuition, textbook, and transportation assistance. Reporting to the ACE Director, the ACE Academic Advisor is responsible for supporting a cohort of roughly 150 students from admission through graduation.

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## Other Duties

### 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
- Supports annual recruitment of new students into the program, including leading information sessions and assisting students through the admissions process
- Develops and facilitates monthly seminars, workshops, and activities on issues of importance to students
- 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
- Organizes periodic special events and programs for students
- Performs other related duties as assigned

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## Qualifications

**Qualification Requirements:**

- Bachelor's degree with a minimum of 4 years of relevant 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 relevant 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
- Strong computer skills, particularly Microsoft Office, and aptitude to learn new systems as needed