
Job Title	Program Academic Counselor and Coordinator
PVN ID	SI-1708-002031
Category	Instruction and Social Service
Location	COLLEGE OF STATEN ISLAND
Department	Office of Community, Educational and Eco
Status	Full Time
Annual Salary	\$47,340.00
Hour(s) a Week	35
Closing Date	Oct 25, 2017 (Or Until Filled)

General Description

Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic mindedness, and nurture responsible citizens for our city, country, and the world.

The Office of Continuing Education and Professional Development serves the diverse needs of the community by offering college preparation and remedial programs, adult learning programs, ground breaking programs that serve young adults ages 18-24, English language learning programs and a variety of community service programs, including the Adult Learning Center.

The 1199 Program Academic Counselor and Coordinator assists with new adult student orientation, registration sessions, recruitment/outreach, and other activities to enable successful program enrollment, college transition, matriculation and completion. A commitment to adult learners is essential.

Other Duties

The successful candidate will perform the following duties in addition to broadly supporting the 1199 Student Support Program and the Office of Community, Educational and Economic Engagement.

- Provides academic and college success advisement, which includes general guidance, coaching, mentoring and career exploration support;
- Meets with students each semester to determine what classes they need next as well as inputting registrations into CUNYFirst;

- Works as a team with other members of the staff to assist incoming students with completing the application process for admission to CSI, including obtaining transcripts, diplomas, HSEs, proof of residency, appeal letters, etc. so that they can become matriculated students at CSI;
- Meets with representatives of 1199 Union in Manhattan, as required, to address any challenges regarding students, classes, and instructors;
- May supervise and train full/part-time office support staff;
- Assists in developing and preparing program offerings, curricular support, and related communications;
- Promotes program;
- Assists with the execution of program invoices as well as the Chancellor's Report each semester;
- Creates student fee spreadsheets for Technology, Activity and Lab Fees using spreadsheets from class lists;
- Performs related duties as assigned;
- Position requires occasional evening hours and some travel to Brooklyn, Manhattan and Staten Island sites.

Qualifications

Bachelor's degree and related experience in direct support to students are required.

Preferred Qualifications:

- Demonstrated experience in academic advising, career advising and/or student development with diverse student populations, particularly adult underprepared high school or college students in an educational setting or college prep program, preferred;
- Strong presentation, verbal and interpersonal communication skills to successfully work with and present to diverse learners and audiences;
- Experience working with linguistically, culturally and academically diverse adult students;
- Strong work ethic, character and personal integrity, and ability to work with the utmost professionalism, discretion and confidentiality;
- Detail oriented with strong organizational, writing, proofreading and editing skills with solid analytical, evaluative and research skills;
- Ability to work well in a time-sensitive, dynamic, student centered and responsive office;
- Experience working in collaborative settings preferred;
- Excellent computer proficiency using standard office software programs/applications and CUNYFirst.