
Job Title	Student Success Advisor
PVN ID	SI-2209-005110
Category	Instruction and Social Service
Location	COLLEGE OF STATEN ISLAND
Department	
Status	Full Time
Annual Salary	\$55,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	May 11, 2023 (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 Workforce Development and Innovation develops workforce training programs designed to address critical skill gaps in high growth industries. Workforce Development provides quality, flexible and cost effective training to support the educational and training goals of individuals and organizations. We offer certificate programs and professional development courses in the healthcare, technology and business sectors. Our department draws upon the expertise of faculty and subject matter experts to deliver quality training programs.

The 1199 Program Academic Counselor and Coordinator assists with all functions related to student admissions, orientation, registration, recruitment/outreach, and other activities to enable successful program enrollment, college transition, matriculation and program 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 Workforce Development and Innovation.

- Provide academic and college success advisement, which includes general guidance, coaching, mentoring and career exploration support;
- Advise students each semester on class selections and fulfillment of CUNY Pathways requirements utilizing tools such as CUNYFirst and DegreeWorks;
- Process incoming freshman and transfer student applications for admission to CSI, including obtaining transcripts, diplomas, HSEs, foreign credential evaluations and translations, proof of residency, appeal letters, etc. ensuring admission requirements are met and applications are successfully completed;
- Collaborate with various departments within the college in order to facilitate the admission and registration process for students;
- Track at risk students and maintain dialogue with both students and instructors to ensure student success;
- Perform all related student registration tasks including inputting adds/changes/drops into CUNYFirst;
- Create and maintain database of student records, schedules and class lists.
- Under the direction of the Associate Director, promote program and conduct ongoing student outreach;
- Meet with representatives of 1199 Union in Manhattan, as required, to address any challenges regarding students, classes, and instructors;
- Perform 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.

- 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 willingness to learn new applications quickly such as CUNYFirst and DegreeWorks.

