
Job Title	Academic Advisor, ACE Program
PVN ID	YC-2505-006868
Category	Instruction and Social Service
Location	YORK COLLEGE
Department	Accelerate.Complete.Engage
Status	Full Time
Annual Salary	\$65,000.00 - \$71,000.00
Hour(s) a Week	35
Closing Date	Jul 29, 2025 (Or Until Filled)

General Description

ASAP and ACE programs help students earn their college degree as quickly as possible, by removing the financial, academic, and personal obstacles that many students confront. Key ASAP|ACE program features include a consolidated block schedule, cohorts by major, required full-time study and comprehensive advisement and career development services. Financial incentives include tuition waivers for financial aid eligible students, yearly textbook vouchers, and yearly OMNY cards for all students. Further information is available at www.cuny.edu/ASAP.

Reports To: ACE Program Director

Timeline: Anticipated timeframe: July 2025 – June 2026

“This position is funded for 12 months, with the possibility of extension and potential transition from RF CUNY to a CUNY position, contingent upon available funding. Candidates interested in transitioning to a CUNY role will be required to apply through the standard CUNY hiring process.”

Other Duties

- Deliver comprehensive advisement support services to an assigned group of students through degree completion, according to campus program advisement rubric
- Utilize campus degree maps to create semester by semester academic plans for freshman, continuing and/or transfer students as appropriate
- Consistently review student progress and provide timely interventions to keep students on track toward degree
- Enter/document/track all student contact in ASAP program and/or college student database, recommend referral and services as appropriate
- Run student contact queries/reports consistently to determine outreach and follow up needed to meet students with the frequency and modality required by the program

- Provide individual and group academic advising to pre-freshmen students
- Conduct workshops and group advisement on topics related to academic success and college readiness
- Guide students through the transition from high school to college
- Work closely with faculty, instructors, and program coordinators to identify academic concerns and coordinate student support
- Attend staff meetings, training sessions, and student events as required
- Performs related duties as assigned

Qualifications

Required Qualifications:

- Bachelor's Degree (Master's Preferred)
- 2 years of relevant experience

Preferred Qualifications:

- Experience working in a higher education setting
- Advanced proficiency in Microsoft Office Suite programs (Word, Excel, PowerPoint, Outlook, etc.)
- Strong interpersonal/human relations skills
- Excellent written and public speaking skills
- Ability to maintain confidentiality
- Strong problem-solving skills, driven by curiosity to find solutions
- Ability to work collaboratively in a team while independently managing daily responsibilities
- Ability to work a flexible schedule, including some evenings and weekends
- Familiarity with the City University of New York (CUNY), including its policies and procedures, alongside a passion for serving urban communities, including CUNYfirst, DegreeWorks, etc.
- The ability to academically and personally advise students, supporting them in achieving their educational and career objectives
- A strong commitment to an intrusive advisement model and effective strategies for serving college students
- Experience in building and managing partnerships and relationships with various college support services, departments, faculty, and staff