
Job Title	Transfer Advisor
PVN ID	CC-2409-006456
Category	Administrative Services
Location	The CITY COLLEGE of NEW YORK
Department	Admissions
Status	Full Time
Annual Salary	\$51,242.00 - \$63,382.00
Hour(s) a Week	35
Closing Date	Nov 13, 2024 (Or Until Filled)

General Description

The Transfer Advisor position will play a pivotal role in guiding prospective students through the transfer admissions process. This position requires a deep understanding of our institution's programs, admissions policies, and student support services. The Transfer Advisor will be responsible for managing the admissions process for transfer students, providing personalized support, and ensuring a smooth transition to The City College of New York. This role involves transfer application review, conducting transfer credit evaluations, advising prospective students, and collaborating with various departments to enhance the transfer experience. The advisor will be expected to travel to community colleges to conduct advising and coaching sessions of prospective transfer students.

Other Duties

The day-to-day functions of the Transfer Advisor will be inclusive of, but not limited to the following:

- Conduct academic counseling of transfer students in the pre-enrollment phase
- Provide guidance and support to transfer students throughout the admissions process. Address questions regarding transfer credit evaluations, application requirements, and program specifics via phone, email, and in-person meetings.
- Develop and implement strategies to attract and engage potential transfer students.
- Represent City College at transfer fairs, community college events, and other recruitment activities.
- Engage in application review and transfer credit evaluations for incoming students.
- Facilitates workshops
- Work with academic advisors, financial aid officers, and other relevant departments to ensure a seamless transition for transfer students. Participate in meetings and contribute to the development of transfer admissions policies and procedures.
- May supervise junior advising and/or clerical staff
- Perform other related duties as assigned

Qualifications

- Understanding of the admissions process, including processing and operations in CUNYfirst or other student information systems
- Familiarity with higher education technology systems such as Peoplesoft Student Information System (preferably CUNYfirst), EAB Navigate, Transfer Explorer, and Degreeworks.
- Knowledge of CCNY and CUNY admission and academic requirements and policies.
- Excellent public speaking, written communication, and interpersonal skills.
- Experience with customer service
- Ability to work independently and as part of a team.
- Knowledge of college admissions trends, policies, and practices.
- Bachelor's degree or higher with at least three years of experience in a higher education environment.
- Must be able to work individually, and as part of a team.
- Availability to travel