



<b>Job Title</b>	ACE Academic Advisor
<b>PVN ID</b>	JJ-1801-002331
<b>Category</b>	Managerial and Professional
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
<b>Department</b>	ACE at John Jay College
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00 - \$54,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 30, 2018 (Or Until Filled)

## General Description

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### Position Description:

The John Jay ACE (Accelerate-Complete-Engage) program is a comprehensive program designed to help students complete their academic journey to the bachelor's degree over four years by providing participants with a clearly mapped program of study and comprehensive academic advisement and career support services. For more information about the ACE program at John Jay College of Criminal Justice, CUNY go to the program's website at [www.jjay.cuny.edu/ace-john-jay](http://www.jjay.cuny.edu/ace-john-jay).

Reporting to the ACE Director at John Jay, the ACE Academic Advisor is a member of an integrated college team providing individual academic and personal support to an assigned group of John Jay students as they progress through the ACE program.

## Other Duties

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## Qualifications

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### ***Primary Duties:***

- Delivers comprehensive advisement support services to an assigned group of students through degree completion;
- Conducts or supports delivery of weekly student seminars on issues of importance to students;
- Reviews student progress and tracks student use of academic support services;
- 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;
- Supports annual recruitment of new students into the program;
- Organizes periodic special events and programs for students, faculty and staff; and
- Performs other related duties as assigned by the ACE Director.

***Qualification Requirements:***

- Master's degree in an appropriate discipline (e.g., counseling, guidance, social work, or psychology) with a minimum of three years academic advisement 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; and
- Strong computer skills, particularly Microsoft Office (Access); and aptitude to learn new systems as needed.

**Closing Date:** March 30, 2018 or until filled