

Job Title	ACE Academic Advisor at John Jay
PVN ID	JJ-1810-002783
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	ACE Program at John Jay College
Status	Full Time
Annual Salary	\$51,000.00 - \$56,000.00
Hour(s) a Week	35
Closing Date	Feb 08, 2019 (Or Until Filled)

General 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.

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.

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.

Other Duties

- Provides expert and/or specialized academic counseling a diverse student population.

- Offers comprehensive advisement to full-time students
- Monitors students' performances and takes appropriate action if necessary; resolves students' problems regarding curricular requirements
- Develops academic plans and performs graduation audits
- Provides information to students regarding student support services, college policies and program procedures and guidelines
- Facilitates workshops; assists with other department activities such as course scheduling
- Establishes and maintains student advisement files; prepares activity reports and analyses

Qualifications

Qualifications:

Bachelor's degree (Master's preferred) in an appropriate discipline and three years related experience. Master's degree can be substituted for up to two years of required related experience.

The preferred candidate will have:

- Strong understanding of the needs and challenges facing students from diverse urban backgrounds
- Demonstrated ability to work independently and as part of a team, within the department and with faculty and other administrators
- Strong organization, project management, communication, and facilitation skills
- Ability to maintain accurate and detailed records of student activities
- Computer skills, particularly Microsoft Office Suite, and aptitude to learn new systems as needed.