
Job Title	Academic Advisor
PVN ID	LA-2407-006369
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Division of Student Affairs
Status	Full Time
Annual Salary	\$70,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	Nov 25, 2024 (Or Until Filled)

General Description

The LaGuardia Community College (LaGCC) ACCES Pre-Employment Transition Services Program assists students with disabilities with a successful transition from postsecondary education to meaningful employment opportunities. The Academic Advisor will play a crucial role in guiding and supporting students throughout their academic journey. They will provide personalized advisement that connects students' courses of study with their career and/or employment goals. The Academic Advisor will also assist with coordinating academic support services for students within their caseload. This position is supervised by the grant designated Project Manager for Student Services.

This is a grant-funded, hybrid position through the Research Foundation of CUNY. Appointments are subject to availability of funding and satisfactory performance.

Responsibilities:

- Provide academic advising to a caseload of ACCES students and address all academic concerns.
- Assist students with understanding degree requirements and academic policies and procedures, and ensure their course of study aligns with their employment goals.
- Collaborate with core advisement units to complete curriculum mapping for students.
- Conduct regular check-ins to monitor students' academic progress and address any issues or barriers they may encounter.
- Identify students in need of additional support services and refer them to appropriate resources such as tutoring, counseling, and/or career services.
- Collaborate with faculty, staff and other campus stakeholders to facilitate solutions to students' academic challenges.
- Assist with the development and facilitation of workshops, seminars, etc. related to the link between academic and career success.
- Participate in recruitment and retention efforts by engaging with current/prospective students and families during outreach events/activities.
- Maintain accurate and confidential student records using academic advising software systems.

- Prepare reports and assessments related to student academic progress and advising activities.

Other Duties

- Other duties as assigned

Qualifications

- Bachelor's degree in Higher Education, Counseling, Psychology, or a related field.
- Experience in academic advising, student services, or related educational fields.

PREFERRED QUALIFICATIONS

- Master's degree in higher education or related field.
- Familiarity with post-secondary education systems and working with diverse student populations from cross-disability backgrounds.
- Excellent written, verbal communication and organizational skills.
- Strong interpersonal, oral and written communication skills
- Bilingual preferred but not required.