



Job Title	Advisor Liaison
PVN ID	LA-2503-006768
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Continuing Education/Enrollment Managememe
Status	Full Time
Annual Salary	\$68,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Apr 09, 2025 (Or Until Filled)

General Description

The Advisor Liaison will play a key role in LaGuardia Community College's Pipeline to Degree initiative, a program designed to support adult learners transitioning from non-credit programs into credit-bearing associate degree programs. Working within the Divisions of Adult and Continuing Education (ACE) and Enrollment Management, this position involves outreach, advisement, and coordination efforts aimed at helping students access and succeed in degree programs. The ideal candidate will serve as a liaison to both internal college stakeholders and external partners, including Community-Based Organizations (CBOs), to ensure students receive the guidance, support, and resources necessary for successful enrollment and completion.

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

Primary Duties & Responsibilities:

1. Outreach & Student Engagement:

- Reach out to 85,000 ACE past program participants from the last six years and recent program completers from LAGCC workforce programs and CBOs with credit-for-prior-learning (CPL) agreements with LaGuardia to promote academic advisement and enrollment in credit-bearing programs.
- Engage with recent program completers from CBOs to ensure they understand credit articulations and opportunities for degree completion. Serve as the primary contact for external partners, ensuring alignment between LaGuardia's admissions policies and CBO program goals.
- Connect with students who have stopped out of degree programs to re-engage and assist them in re-entering academic programs.

2. Academic & Career Advisement:

- Provide specialized academic advisement and career counseling for non-credit students and alumni interested in pursuing associate degree programs.
- Offer financial aid guidance, helping students navigate funding opportunities for their education, including scholarships, grants, and loan options.

- Assist students in exploring and selecting appropriate academic pathways aligned with their career goals.
 - Work closely with faculty, academic advisors, and career services to ensure seamless advising and support.
- 3. Enrollment & Retention Support:**
- Assist in engaging at least 800 students in the first year, with the goal of enrolling 160 students as full-time or part-time LaGuardia students within the first year.
 - Support the non-credit to credit transition by providing guidance on admissions requirements, program applications, and next steps for students considering a transition to LaGuardia's degree programs.
 - Ensure students remain engaged and on track by following up regularly and providing proactive support to help them overcome barriers to enrollment and success.
- 4. Peer Mentor Integration & Support:**
- Facilitate the integration of Peer Mentors (PMs) into the student support model. PMs will assist students in navigating their academic programs, offering personalized support, and guiding them through transfer processes and major-specific academic requirements.
 - Collaborate with the Transfer Peer Mentor (TPM) program to organize workshops, cross-campus visits, and transfer orientations, particularly for students matriculating into LaGuardia's Fields of Interest (meta-majors).
- 5. Workshops & Events Coordination:**
- Assist in the development and implementation of workshops, orientations, and cross-campus visits designed to support student transitions, career development, and academic success.
 - Coordinate and facilitate events that foster community engagement, such as information sessions on credit-for-prior-learning opportunities, application assistance workshops, and financial aid seminars.
- 6. Data Management & Reporting:**
- Maintain accurate records of outreach activities, student advisement sessions, and enrollment progress.
 - Track student participation in advisement, workshops, and events to help assess the effectiveness of outreach and advisement strategies.
 - Support the college in analyzing data to measure progress toward the initiative's enrollment goals and refine outreach strategies as needed.

Other Duties

- Other duties as assigned

Qualifications

- Education: Bachelor's degree required in a related field (e.g., Higher Education, Social Work, Counseling, or Human Services).
- Experience:
 - Minimum of 3 year of experience in academic advisement, career counseling, student support, or a related field.

- Experience working with adult learners or students transitioning from non-credit programs to credit programs is highly desirable.
- Bilingual (Spanish) is a plus.
- Skills:
 - Strong communication skills, both oral and written, with the ability to effectively engage and advise diverse student populations.
 - Organizational skills and ability to manage multiple projects, events, and outreach activities simultaneously.
 - Problem-solving ability and capacity to work independently while also being a collaborative team player.
 - Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and comfort with using student information systems.
 - Cultural competence and sensitivity to the unique needs of adult learners, first-generation students, and underrepresented populations.
 - Understanding of credit for prior learning (CPL) and non-credit to credit transition processes.
 - Willingness to work flexible hours, including evenings and weekends, to accommodate students' schedules.

LaGuardia Community College

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. LaGuardia offers seventy-two associate degree and certificate programs, more than fifty non-degree workforce training programs, and dozens of ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 25,000 students. More than one-third of our degree-seeking students (35%) were born outside of the United States, coming to LaGuardia from 136 countries and speaking forty-three heritage languages. More than half (54 percent) are first-generation college students.

Sixty-nine percent of LaGuardia degree students live in Queens; the rest come from Brooklyn and beyond. Virtually all LaGuardia degree students are ethnic minorities (89 percent), 58 percent are women, 27 percent are over the age of 25. Forty-six percent are Hispanic, well above the threshold of 25 percent required by the US Department of Education for designation as a Hispanic-Serving Institution (HSI). Sixty-six percent of LaGuardia degree-seeking students receive some form of financial aid. Close to half of our degree-seeking students attend part-time (49%), usually because they need to work to support their families. Tuition and fees are \$5,271 per year for a full-time student.