

Job Title	Academic Advisor
PVN ID	LE-1807-002619
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	Enrollment Management
Status	Full Time
Annual Salary	\$51,000.00 - \$51,000.00
Hour(s) a Week	35
Closing Date	Sep 23, 2018 (Or Until Filled)

## General Description

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### Academic Advisor

Lehman College is seeking an Academic Advisor for a recently awarded 5-year grant: ***Pathways to Student STEM Success: Using High Impact Practices to Improve STEM Enrollment, Retention, Transfer and Graduation***. The advisor, cross-trained in advisement, admissions, and financial aid policies, will be located at Lehman College to meet with cohort and individual students on a regular basis. The primary responsibility is to advise students on academic policies, degree requirements, admissions processes, and financial aid procedures to ensure that students stay on track and are successful in completing their degree.

### About the Pathways to Student STEM Success Program:

Pathways to Student STEM Success (PTS<sup>3</sup>) is a coherent and collaborative program that will engage senior and community college students in activities designed to build their social and cultural capital through: intensive advisement; master of academic content and skills; and participation in STEM activities that are central to STEM interest, efficacy, and success. PTS<sup>3</sup> will also address administrative barriers that plague transfer students through joint planning and collaborative implementation with Bronx Community College (BCC) and Hostos Community College (HCC).

## Other Duties

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- Meet with STEM cohort and individual students on a regular basis.
- Counsel applicants and students on eligibility for financial aid programs and assist them in the application process
- Schedule and host events on a regular basis at academic partner institutions and at Lehman to promote transfer
- Develop and maintain relationships with faculty and staff at all campuses and partner institutions
- Expand and promote STEM articulation agreements between community colleges and Lehman College
- Conduct outreach to prospective and accepted students
- Assist PTS<sup>3</sup> team with special events
- May require evening and weekend hours occasionally

## Qualifications

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- Bachelor's degree in an appropriate area of specialization required, Master's degree preferred
- Two years of academic advising experience, preferably with at-risk students
- Excellent communication skills
- Computer skills including MS Office (required) and CUNYfirst (preferred)