
Job Title	Student Advisor
PVN ID	QB-1801-002287
Category	Instruction and Social Service
Location	QUEENSBOROUGH C. C.
Department	Division of Pre-College, Continuing Educ
Status	Part Time
Hourly Rate	\$25.00-\$25.00
Hour(s) a Week	15.00-19.00
Closing Date	Mar 08, 2018 (Or Until Filled)

General Description

Queensborough Community College's Division of Pre-College, Continuing Education & Workforce Development is looking for a Student Advisor to support students in education, training and career preparation, across multiple programs. We are seeking an experienced and dynamic Student Advisor who will provide advisement support and who will guide both existing and prospective students in the design and implementation of a successful education pathway within the scope of classes offered under the Division. The role of the Student Advisor will include assessing student needs, goals and interests, within the context of prior learning, professional and educational achievements. This position reports directly to the Continuing Education Director of Labor Market Research & Workforce Development. This position is funded by the Perkins Grant. Continuation of position beyond June 30, 2018 is subject to grant renewal and availability of grant funding.

- Works closely with the Career Counselor and the Job Developer to advise new students, including interviewing students and evaluating students' backgrounds and developing plans of study consistent with students' career aspirations.
- Supports the Career Counselor by advising students in the context of career options and guiding their development of job search skills. Assists the Career Counselor and the Job Developer in an advisory role when connecting students with employment and/or internship opportunities.
- Provides advising to existing and prospective students, individually and in groups, regarding Workforce Development offerings and programs of study in relation to career pathways, as well as alternatives and possible referrals.
- Establishes and maintains relationships with Program Coordinators and Program Faculty to understand and clarify program expectations and to maintain students' academic standing. Maintains current knowledge of all Workforce Development programs and classes, as well as other relevant programs of study for possible referral.
- Completes other advising duties as requested, such as tracking retention and advising statistics, and keeping work schedules and additional documents up-to-date. Maintains electronic and hard copy filing systems.

- Performs some recruiting activities as requested.

Other Duties

- Ability to work as a team member, exhibiting superior interpersonal and problem-solving skills.
- Ability to work independently, perform multiple tasks simultaneously and work within a fast-paced environment, with students, faculty and administrators.
- Must be student-focused and sensitive to issues of ethnicity, disability and diversity.
- Must adhere to strict confidentiality and other ethical standards.
- Be able to work both in QCC's Bayside and downtown Flushing Center, with some evening/weekend hours.

Qualifications

- Bachelor's Degree required, related discipline a plus, with a minimum of two years of relevant experience.
- Experience working with young and mature adults in an educational setting, preferably in a college/university environment.
- Superior oral and written communication skills.
- Proven ability to work collaboratively with multiple stakeholders in an educational setting.
- Proficiency in Microsoft Office.