

## Job Description

<b>Job Title:</b>	Academic Advisor - Academic Advising
<b>Job ID:</b>	17817
<b>Location:</b>	Hostos Community College
<b>Full/Part Time:</b>	Full-Time
<b>Regular/Temporary:</b>	Regular

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### POSITION DETAILS

The Academic Advisement Office at Hostos Community College is dedicated to the promotion of academic advising and career development and recognizes the potential for students' personal, social and academic growth. Students are encouraged to maximize their individual strengths, knowledge and skills to foster growth and excel academically.

The Academic Advisor will report to the Director of Academic Advisement. In addition to advising duties, the position will be responsible for, but not limited to, the following:

- Utilizes current CUNY Technology such as DegreeWorks, CUNYfirst, and TIPPS to enhance the quality of the advisement program.
- Assists with updates to the College Catalog.
- Assists with maintaining office databases.
- Conducts systems database research and performs advanced queries for advising outreach.
- Schedules ongoing advisement sessions.

### QUALIFICATIONS

Bachelor's Degree required. Availability to work evening and weekend hours is preferred.

### CUNY TITLE OVERVIEW

Provides academic counseling and planning services to a diverse student population.

- Assists students with clarifying values and goals; counsels students regarding educational options, requirements, policies and procedures.
- Offers academic and personal support to guide students through the course selection process
- Provides students with effective and timely referral to other college and external support services
- Monitors and evaluates students' educational progress by conducting academic progress audits
- Establishes and maintains student files, databases and records; prepares activity reports and analyses
- May specialize in providing advice on specific programs or to specific student groups

- Performs related duties as assigned.

Job Title Name: Academic Advisor

**CUNY TITLE**

Assistant to HEO

**FLSA**

Exempt

**COMPENSATION AND BENEFITS**

\$40,815 - \$44,308; Commensurate with education and experience

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

**HOW TO APPLY**

Applicants must apply online by accessing the CUNY website at [www.cuny.edu](http://www.cuny.edu) and navigate to the following links: "Employment" and "Search Job Postings"

Please attach resume, cover letter, and three professional references.

**CLOSING DATE**

Open until filled with review of applications to begin 12/14/17.

**JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

**EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

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