

**Position:** Academic Advisor/Instructor

**Department:** Freshman Studies & Academic Advisement

**Reports to:** Assistant Dean of Freshman Studies & Academic Enhancement

**Job Summary:** Serve as a resource for students by providing student-centered academic advising and relevant instruction.

**Duties and Responsibilities:**

- Provide student-centered academic advising to undergraduate students, with an emphasis on services to first year and transfer students.
- Serve as an Instructor for 5-6 sections of Freshmen Seminar Courses (first-year experience course) during the Fall and Spring semesters.
- Serve as an advisor and monitor the academic progress and success of approximately 200 students each academic year.
- Monitor students' next semester registration and actively facilitate continued enrollment.
- Assist students in the development of academic plans appropriate for their stated educational goals, guiding pre-majors in the selection of academic majors, and providing guidance in their career exploration process.
- Responsible for developing and maintaining case files and records.
- Assist transfer students with their transition to St. Francis College by meeting with them individually and providing them with initial advisement and registration.
- Collaborate with the College's Transfer Credit Specialist as well as the Department Chairs on the transferability of external courses and their equivalents at St. Francis College.
- Meet with new transfer students who have questions or concerns about transcript evaluation and/or their first semester schedule.
- Create and manage databases, spreadsheets, queries, and electronic and social media communication as well as utilize document imaging software to view and track transfer credit evaluations.
- Assist with planning and implementation of initiatives including but not limited to orientation, advisement workshops, advising materials and outreach activities.
- Maintain current knowledge on St. Francis College's degree programs, prerequisites, and other advising or course information necessary to provide accurate course scheduling.
- Stay abreast of the college's rules and policies to direct students to the appropriate resources within the College, and ensure proper security for student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Utilize the department's advisement scheduling software as well as the College's student data resources.
- Participate in specific weekend and evening events, as identified by the Assistant Dean of Freshman Studies & Academic Enhancement, during the academic year such as the College's Open House, Student Placement and Orientation events.
- Perform additional duties as assigned.

**Qualifications:**

- BA degree required; MA in higher education, counseling or related field preferred.
- Strong communication, presentation, organizational and team-building skills preferred.
- Proficient with Microsoft Office Suite
- Awareness and sensitivity to the needs and expectations of college students
- Ability to work with a diverse student population

Interested applicants can apply by clicking [here](#)