

Position: Academic Advisor/Departmental Assistant

Departments: Department of Psychology and the Department of Sociology and Criminal Justice

Reports to: The respective Department Chairperson in connection with the work being performed in the applicable department (i.e., the Department Chair of the Psychology Department and the Department Chair of the Sociology and Criminal Justice Department, collectively referred to below as the "Department Chairs").

Job Summary: Job responsibilities are shared evenly between the Department of Psychology and the Department of Sociology and Criminal Justice (collectively referred to below as the "Departments"). Assists the respective Department Chairs with the coordination and oversight of the Departments and academic advising for students. Assists students with course scheduling, advisement and registration. Works directly with students to develop multi-year academic plans. Coordinates efforts with other academic advisors College-wide, including, but not limited to, those advisors in the Freshman Studies and Student Success areas of the College.

Duties and Responsibilities:

- Provides detailed information and advisement to students, including, but not limited to, major requirements, graduation requirements, career options, post-graduate options and College policies and procedures.
- Responds to general inquiries regarding the Departments; directs students to College resources and other departments as appropriate. Works with all other departments of the College as required.
- Maintains current knowledge of the College's degree programs and prerequisites.
- Stays abreast of the College's rules and policies to direct students to the appropriate resources within the College. Ensures proper security for student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Prepares, collects and analyzes student and faculty data for the Departments, including, but not limited to, annual reports and data necessary to track assessment and outcomes.
- Attends and prepares minutes of the meetings in the Departments and makes them available to the respective Department Chairs for review in a timely manner.
- Trains and prepares work schedules for student workers/assistants of the Departments.
- As identified by the Department Chairs, participates in specific weekend and evening events during the academic year, including, but not limited to, the College's Open House. In addition, to serve the evening student population, some evening hours will be required.
- Performs other duties as assigned by the Department Chairs.

Qualifications:

- Bachelor's degree required. Master's degree in higher education, or a Master's in a discipline within Psychology or Sociology or Criminal Justice preferred.
- Prior teaching experience, higher education administration, or counseling preferred.
- Experience collecting, maintaining, interpreting and disseminating student driven data, including retention and outcomes data.
- Ability to maintain a high degree of confidentiality.
- Excellent communication skills and ability to relate well to others in a diverse urban College setting.
- Strong communication, presentation, organizational and team building skills.
- Proficient with Windows, Microsoft Outlook, Word, Outlook, and Excel. Ability to effectively navigate the Internet and perform database queries and entries.
- Experience with creating and editing video and associated technologies.
- Ability to manage multiple tasks according to required deadlines.
- Ability to work independently, collaboratively, and under supervision.

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