

Position: Academic Advisor (Part-time)

Department: Freshman Studies & Academic Advisement

Reports to: Assistant Dean of Freshman Studies & Academic Enhancement

Job Summary: Provide student-centered academic advising, course registration, and relevant instruction to students, with emphasis on services to the College's transfer student population.

Schedule: Flexibility in part-time work hours is required to accommodate changes to class schedules, enrollment and other factors throughout the College's academic year. The normal work schedule for this position will consist of approximately 20-hours per week. In addition, in order to serve the evening student population, some evening hours will be required.

Salary: \$15.00 per hour

Duties and Responsibilities:

- Assist transfer students with their transition to St. Francis College by meeting with them individually and providing them with initial advisement and registration.
- 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. Refer students to other campus resources and set up action plans, as needed.
- 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.
- Provide continued academic advisement to all transfer students who have not yet declared their major area of study.
- Maintain student files and records, and document all pertinent student information.
- 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.
- 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.
- 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 and organizational 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](#).