

Position: Academic Advisor/Instructor

Department: Center for Student Success

Reports to: Director, Center for Student Success

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.
- Assists in the implementation of new student orientations.
- 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 other advisors and student support departments, as well as the Department Chairs.
- 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 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
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

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