

**Position:** Academic Advisor/Instructor and Education Certification Officer

**Department:** Center for Student Success

**Reports to:** Director, Center for Student Success

**Job Summary:** Responsible for serving as a resource for St. Francis College's students by providing student-centered academic advising and relevant instruction. This position will also specialize in working with students interested in the College's Education major to ensure their preparation and successful completion for New York State ("NYS") teaching certification requirements.

**Duties and Responsibilities:**

- Provide student-centered academic advising and monitor the academic progress and success of a caseload of approximately 300 undergraduate students within assigned academic majors.
- Serve as students' main point of contact during the entire length of their program of study, with a continuous focus on the student experience from initial enrollment through graduation.
- Responsible for continued assessment and reporting on assigned caseload, including monitoring students' next semester registration and actively facilitate continued enrollment.
- Assist students in the development of academic plans and course registrations appropriate for their stated educational goals, and provide guidance in their career exploration process.
- Serve as an instructor for sections of Freshmen Seminar (first-year experience course) during the Fall and/or Spring semesters.
- Responsible for developing and maintaining case files and records.
- Responsible for referring students to other campus resources and set up action plans, as needed.
- Utilize advisement scheduling software, student data resources and student success platforms.
- Collaborates with the Office of Financial Aid on the completion of academic plans for students who have lost aid eligibility due to failure to maintain Standards of Academic Progress for students on their caseload.
- Maintain current knowledge of the 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).
- Work closely with the Education Department and Divisional Coordinator/academic advisor(s) for education majors in the Center for Student Success to manage student applications to the Teacher Education Program, maintain a database for tracking student progress at transitional points in the Teacher Education Program, and evaluate documents to ensure student completion of all necessary requirements to qualify for state certification.
- Maintain familiarity with the teaching accreditation process, as well as with navigating NYC DOE and NYS DOE, including changes in requirements.
- Maintain current knowledge of initiatives, including, but not limited to, providing initial course registration for all incoming students, orientation, advisement workshops, advising materials and outreach activities.
- Participate in specific weekend and evening events during the academic year, including, but not limited to, the College's Open House, Admitted Student, and orientation events.
- Perform all other duties as assigned.

**Qualifications:**

- Bachelor's degree required; Master's in higher education, counseling, student personnel, or related field preferred.
- Experience working in a K-12 setting preferred.
- Strong communication, presentation, organizational and team-building skills required.
- 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.
- Able to maintain a working knowledge of best practices in academic advising and advisement research.

**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](#).