



### Academic Advisor/Transfer Credit Coordinator

St. Francis College, Brooklyn (the “College”) is embarking on an ambitious plan to revitalize the College even as it remains true to its core mission: private, independent, co-educational, urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, social responsibility, and life-long learning. As a College rooted in a commitment to radical hospitality, to character formation, to inter-faith dialogue, to creating conditions so that students will learn the technical skills necessary to navigate a 21<sup>st</sup> Century workplace while never losing sight of the importance of ensuring that all students learn to cultivate their humanity, the College is expanding its offerings, its services and the ways it engages in and beyond its campus. In short, it is an exciting time to join the St. Francis College Community.

**Job Summary:** Reporting to the College’s Director of the Center for Student Success and passionate about the College and its mission, the Academic Advisor/Transfer Credit Coordinator is responsible for providing student-centered academic advising and for coordinating programs that support the College’s transfer student population.

#### **Duties and Responsibilities:**

- Provide student-centered academic advising and monitor the academic progress and success of a caseload of approximately 200 undergraduate students.
- Assist students in the development of academic plans appropriate for their stated educational goals, and providing guidance in their career exploration process.
- Serve as an instructor for sections of Freshmen Seminar (first-year experience course) and/or Transfer Student Seminar courses during the Fall and/or Spring semesters.
- Assist transfer students with their transition to the College by providing them with their initial transfer credit evaluations.
- Meet with students who have questions or concerns about their transfer credit evaluation.
- Develop and manage the transfer credit evaluation process to ensure accurate and timely evaluation of credit.
- Create and manage databases, as well as utilize document imaging software, to view and track transfer credit evaluations.
- Assist the Director with all processes necessary for transfer admission and first semester registration, in collaboration with academic departments, the Office of Admissions, and the Registrar.
- Collaborate with Department Chairs and the Academic Dean’s Office on the transferability of external courses and their equivalents at St. Francis College.
- Assist the Academic Dean’s office with creating and maintaining transfer articulation agreements.
- Manage the College’s Transfer Equivalency data base and repository of standard equivalencies.
- Create and manage databases, spreadsheets, queries, as well as utilize document imaging software, to view transcripts and track transfer credit evaluations.
- Responsible for developing and maintaining case files and records.
- Responsible for referring students to other campus resources and set up action plans, as needed.
- 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).
- Utilize advisement scheduling software, student data resources and student planning software.
- 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:**

- BA degree required; MA in higher education, counseling or related field preferred.
- Strong communication, presentation and organizational skills required.
- Comfortable with, and embracing of, working in a team-oriented organizational structure.
- Proficient with Microsoft Office suite, strong Excel skills highly preferred.
- Awareness and sensitivity to the needs and expectations of college students.
- Ability to work with a diverse student population.
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment.
- 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. 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](#).