

Position: Academic Advisor and Program Coordinator

Department: Center for Student Success

Reports to: Director, Center for Student Success

Job Summary: Serves as the academic advisor and program coordinator for students who require academic support coaching. Coordinates and provides a range of services to support students' varied needs as they pursue their educational goals, including: educational support, academic advisement, instruction, and related assistance.

Duties and Responsibilities:

- Coordinates the monitoring and implementation of intervention, resource, and retention programs for academically at-risk students.
- Coordinates the Removing Obstacles to Success (ROS) program, and similar such programs, in order to assist students who have fallen below the College's academic standard each semester.
- Serves as the academic advisor for first-year students in the Project Access program, and similar such programs.
- Serves as an instructor for approximately 2-3 sections of freshmen seminars and transfer student seminars during the Fall and Spring semesters.
- Provides student-centered academic advisement to undergraduates, with an emphasis on services to first year and second year students. Advises students in the development and completion of their academic and career goals.
- Creates and facilitates academic success workshops, small group discussions and individualized consultation with students with GPA's below 2.0 on topics such as, but not limited to: time management, study skills, and financial literacy.
- Maintains student records to monitor progress for the purpose of providing recommended solutions to improve students' success. Provides summary reports as required.
- Coordinates and implements all outreach and meetings to students on academic probation.
- Meets with students who have been academically dismissed and assists them in their return to the College after completing coursework at a community college.
- In collaboration with the College's Academic Enhancement Center, participates in academic support programs for students in the Project Access, and similar programs; related duties include, but are not limited to, attending Access events and working with Access peer leaders.
- Prepares course substitutions and waivers for the Associate Dean of Student Success, when meeting with advisees.
- Conducts assessments of the academic support and retention programs and initiatives.
- Collaborates with the College's Institutional Research personnel concerning surveys and focus groups geared to understanding the needs of the academically at-risk student population.
- Maintains academic resources for students such as online videos on time management as well as booklets and guides.

- Assists in the implementation of new student orientations.
- Presents information on the first year college experience to students and parents during events, which include, but are not limited to, parent orientations and open house events.
- Participates in specific weekend and evening events during the academic year, which include, but are not limited to, the College's open house, student placement and orientation events.
- Stays current with the College's rules and policies and directs students to resources within the College, as appropriate.
- Performs all other duties as assigned.

Qualifications:

- Master's degree from an accredited program required, preferably in the area of higher education administration, student personnel, or related area.
- 1-3 years' of experience in higher education or related field is required
- Culturally sensitive with a deep understanding and appreciation of a multi-cultural student community.
- Ability to multi-task and remain detail-oriented.
- Excellent time management and organization skills.
- Proficiency with MS Office to include Outlook, Word and Excel.
- Strong oral and written communication skills.
- Ability to work independently, collaboratively, and under supervision.

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](#)