Job Description

Job Title: Academic Advisor Lead - Pre-Health Advising
Job ID: 5200
Location: Lehman College
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES

- Provides highly expert and/or specialized academic counseling to a diverse student population and contributes to the successful operations of an academic advising unit.
- Offers comprehensive advisement to full-time and part-time students.
- Works with other academic affairs staff as well as enrollment and student affairs to assist students to declare majors and select appropriate courses.
- Monitors students' performances and takes appropriate action if necessary; resolves students' problems regarding curricular requirements.
- Develops academic plans and performs graduation audits.
- Plans, develops, and presents special programs such as workshops, seminars, and general information sessions.
- Develops communications and materials for students regarding support services, college policies and program procedures and guidelines.
- Manages teams of academic advisors; provides general training and development to all advising staff.
- Works with representatives of other student service units, such as the Registrar, to assure a continuously high level of student service.
- Performs other related duties, as assigned.

Job Title Name: Lead Academic Advisor

CONTRACT TITLE
Higher Education Associate

FLSA
Exempt

CAMPUS SPECIFIC INFORMATION
Successful candidate will seek out and advise students who plan to seek careers in health care professions. Provide active support to these students to maximize their chances of being admitted to professional schools. Organize activities and cooperation with area medical and other health programs, and cooperate with other CUNY Colleges, notably Macaulay Honors College, Hostos CC, and Bronx CC. Manage the Pre-Health Advising Office, assist other pre-professional programs, collaborate with allied advising offices in Lehman, CUNY and the NY area, including medical, dental, veterinary and other health professional schools. Assist the admissions office in recruitment. Coordinate functions of a PPAF (Pre-professional Advisory Committee).

MINIMUM QUALIFICATIONS

Bachelor's degree and a minimum of 6 years' related experience required.

OTHER QUALIFICATIONS

Bachelor's degree, with advanced study in health professions field. Six years of full-time work experience in a college academic setting either in advising or in pre-health areas. Proficiency in Microsoft Office (to include Word and Excel) and experience in preparing spreadsheets. Excellent communication skills and organizational abilities. Demonstrated ability to manage a pre-professional office. Knowledge of CUNY and Lehman College policies, catalog and procedures desired.

COMPENSATION
Commensurate with education and experience.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply, go to www.cuny.edu, select "Employment", and "Search Job Listing". You will be prompted to create an account. Return to this job listing using the "Job Search" page and select "Apply Now".

CLOSING DATE
February 4, 2012

JOB SEARCH CATEGORY
CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.