Academic Advisor and Divisional Advisement Coordinator for the Natural Sciences

About St. Francis College

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City’s low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College’s student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at https://www.sfc.edu/.

About this Position

Reporting to St. Francis College’s (“SFC” or the “College”) Director of the Center for Student Success (“CSS”), the Academic Advisor and Divisional Advisement Coordinator for the Natural Sciences serves as a resource for students by providing student-centered academic advising and relevant instruction, with a special focus on leading advisement, student success, and retention initiatives within the College’s natural sciences curricula.

Schedule: Full-time, twelve-month, hybrid remote/on-campus work schedule, which may include evening and weekend commitments.

Duties and Responsibilities:

- Provide student-centered academic advising and monitor the academic progress and success of a caseload of approximately 250 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 facilitating continued enrollment.
- Assist the Director with oversight of advisement practices and programming initiatives related to majors for up to two academic divisions, as assigned.
- Serve as a point-person for Departmental Chairpersons in assigned academic division(s) to help facilitate connections between the CSS and academic departments, create and maintain master academic plans, and identify best advisement practices for students within specific majors.
- Work with Departmental Chairpersons and faculty mentors within assigned division(s) to assist the CSS in connecting students to internship, career, and other professional opportunities.
• 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 First Year Seminar during the Fall and/or Spring semesters.
• Responsible for developing and maintaining student case files and records.
• Responsible for referring students to other campus resources and for setting-up action plans, as needed.
• Utilize advisement scheduling software, student data resources and student success platforms.
• Collaborate with the Office of Financial Aid on the completion of academic plans for students who have lost financial aid eligibility due to their failure to maintain Standards of Academic Progress.
• 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).
• Assist with planning and implementation 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/or evening events during the academic year, including, but not limited to, the College's Open House, Admitted Students events, information sessions, and orientations.
• Perform all other duties as assigned.

Qualifications:

• Bachelor’s degree required, preferably within the sciences; Master’s in higher education, counseling, student personnel, or related field strongly preferred.
• 1-3 years of experience in higher education or related field is required.
• Ability to multi-task and remain detail-oriented.
• Excellent time management and organization skills.
• Ability to work independently, collaboratively, and under supervision.
• Ability to work a flexible schedule according to departmental needs, which may include occasional evenings and weekends.
• 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.
• Able to maintain a working knowledge of best practices in academic advising and advisement research.
• Ability to work with a diverse student population.
• Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.
• Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
• Ability to interact collaboratively and professionally with diverse groups and constituencies throughout the College.
• Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
• Strong commitment to the College’s mission and to its students, faculty and staff.
Interested applicants can apply here.

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.