



ST. FRANCIS COLLEGE

Academic Advisor/Instructor

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/>.

Position Summary: Reporting to the College's Assistant Director for the Center for Student Success and passionate about the College and its mission, the Academic Advisor/Instructor is responsible for serving as a resource for students by providing student-centered academic advising and relevant instruction.

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.
- Collaborate 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).
- 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 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.
- Minimum of 1-2 years of experience in an academic advising or closely related position in a higher education environment.
- 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.
- Able to maintain a working knowledge of best practices in academic advising and advisement research.
- 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.

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.

Interested applicants can apply [here](#).