



ST FRANCIS COLLEGE

Graduate and Online Academic Advisor

About St. Francis College:

St. Francis College ("SFC or the "College") is revitalized as we recently opened a brand-new, state-of-the-art campus in downtown Brooklyn. We are a College rooted in a commitment to radical hospitality, to character formation, to inter-faith dialogue, and to creating conditions for students to learn the technical skills necessary to navigate a 21st Century workplace, while never losing sight of the importance of ensuring that all students learn to cultivate their humanity.

SFC is committed to diversity, equity, and inclusion and we 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:

Job Summary: Reporting to the St. Francis College's ("SFC" or the "College") Assistant Vice President (AVP) for Online Learning and Program Development, Dean of Graduate Education and Professional Studies in the Office of Academic Affairs, Graduate and Online Academic Advisor is responsible for providing direct academic advisement to College's graduate students within academic programs, while strongly supporting the College's enrollment, retention and graduation goals. This position, with the daily oversight by Director of Graduate & Online Student Services, is also responsible for advising students on the college's programs and offerings, individual student plans, and strategies for degree attainment by connecting students to resources and services that support individual student success. The successful candidate monitors student progress and processes academic paperwork related to program completion.

Pay Range: \$40,000 per year – \$45,000 per year

The advertised pay scale reflects the minimum and maximum salary range for this role. The specific compensation offered to a candidate may be dependent on a variety of factors including, but not limited to; the candidate's experience, education, credentials and/or qualifications.

Duties and Responsibilities

- Provides consultation, guidance and advisement to graduate students within academic programs regarding academic plans and strategies.
- Maintains appropriate records regarding student consultations.
- Maintain open lines of communication with graduate students, including those enrolled in on campus in person programs, online - distance programs, and hybrid programs.
- Connects students to resources and services across the college in support of individual student success and in partnership with other department personnel (i.e. Admissions, Enrollment Management, Registrar, SFC International/DSOs, Bursar, Student Affairs, etc.).
- Encourage students to take part in activities that will enrich their academic development, e.g., by participating in campus programs, professional conferences, and other networking activities.
- Processes, verifies, and/or approves academic/registration paperwork and records, updates academic records, reviews external documents, and processes academic exceptions to curriculum requirements.
- Monitors student progress to degree attainment and conducts degree audits to ensure compliance with degree program requirements.

- Conduct presentations on standard advisement topics at workshops and orientations.
- Assist with Graduate Student Welcome Committee and the Graduate Student Association activities.
- Provides input to departmental leadership regarding the development of advisement, recruitment, and/or curricular programs offered by the school/college; may research information, compile statistics and gather and compute various data, as needed.
- Provides training and functional guidance to student assistants, where applicable.
- May lead and/or supervise student employees; may participate in training and strategy sessions and recommend approaches to improve advisement activities.
- Performs other job-related duties as assigned.

Qualifications:

- Bachelor's degree required; Master's in higher education, counseling, student personnel, or related field preferred.
- Minimum 1 year of experience, preferably 3 years.
- 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.
- 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.
- Able to maintain a working knowledge of best practices in academic advising and advisement research.

Interested applicants can apply by clicking [here](#).

About St. Francis College:

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.