The Academic Advising Center, Queens College

Job Description: PT Academic Advisor / College Assistant
The Academic Advising Center provides academic information and centralized advising services to all undergraduate students not affiliated with special programs through the clarification of degree requirements and academic program planning leading to timely receipt of the baccalaureate degree. The Center makes information available to students that provide a clear understanding of the academic requirements that impact their selection of programs and courses. Additionally, the Center provides advising and registration to all new students -- freshmen and transfers -- by working closely with the Freshman Year Initiative Program to place freshmen into communities and with academic departments to facilitate entry into the major for transfers. The Center is often the first point of contact for new students after admission to Queens College.

Duties of Part-Time Academic Advisor / College Assistant
- Assist undergraduate students in the setting of academic goals and strategies by which to achieve them;
- Advise undeclared students about academic regulations and degree requirements with primary focus on College’s general education;
- Help students with the selection of courses and programs and with the development of academic plans based on class standing and levels of preparedness;
- Assist new students with program planning and course selection during Freshman Orientation and Transfer Workshops;
- Conduct large- and small-group presentations;
- Provide assistance and support for workshop planning by coordinating check-in activities, preparing packets for distribution, disseminating information, etc.
- As assigned, coordinate or assist in the coordination of a program or process area;
- Conduct research as assigned;
- Provide coverage, when necessary, at the Center’s front desk to answer telephone inquiries and greet students and visitors to the College; provide information about advising activities, workshop and orientation program dates and information, locations of academic and administrative offices on campus;

Qualifications
Baccalaureate degree required; Master's degree or enrollment in master's program preferred; Applicant should be professional and personable; possess excellent communication skills; and able to present information effectively. Applicant must be able and willing to continuously synthesize information and adapt well to constant change. Applicant must demonstrate future promise of the ability to understand the admissions and advising processes upon completion of training, and must be able to work as part of a team. Applicant must be flexible in work hours that will include year-round advising (winter and summer sessions in addition to fall and spring), as well as evenings and weekends as assigned.
Compensation: The rate is $15 per hour plus benefits. Offered hours will be 20 hours per week; expectation of a flexible schedule based on Center’s needs that will shift depending on season/activities/need.

How To Apply: Please send cover letter, resume, and contact information for three professional and/or academic references to:

Requested Items: Ms. Celeste White

Respond To: The Academic Advising Center

Queens College/CUNY

E-mail submissions are preferred and acceptable if sent to the following address:

Celeste.White@qc.cuny.edu

(End of document)