

## **Academic Advising Center | Queens College | City University of New York**

### **Title: PT Academic Advisor & Navitas Coordinator**

#### **Job Description**

The Academic Advising Center provides academic information and centralized advising services to all undergraduate students through the clarification of degree requirements and academic program. The Center makes information available to students that will provide a clear understanding of the academic requirements that impact their selection of programs and courses with the goal of leading to timely receipt of the baccalaureate degree. To achieve this, the Center provides advising and registration to all new students – freshmen and transfers – by working closely with the First Year Experience Program to place freshmen into classes reserved for first-year students and with academic departments to facilitate entry into the major for transfers. The Academic Advising Center is often the first point of contact for new students after admission to Queens College.

#### **Duties**

- Advise students about academic regulations and degree requirements with primary focus on College's general education.
- Serve as the dedicated liaison to the Navitas program (a global higher education organization partnered with Queens College to increase international student access to higher education to prepare them for future success), cohorts include the Global Student General Admissions (GSGA) and Global Student Success Program (GSSP).
- Advise and register incoming GSGA students during New Student Advising by way of group and/or individual freshman advising sessions.
- Facilitate Freshman Advising Workshop and Welcome virtually or in-person (when applicable).
- Manage freshman holds and student groups for Freshman Sessions to ensure mandatory advisement and proper student records; includes coordination with campus support services as applicable.
- Dedicated advisor to Navitas students' post-admissions throughout their academic journey to ensure successful degree progression and completion; this includes course selection, development of academic plans based on class standing and levels of preparedness.
- Outreach to Navitas students via QC Navigate (campaigns and targeted communications) for timely advisement and registration.
- Assess and revise new student onboarding each cycle based on surveys, self-studies, advisor feedback, etc.
- Manage related statistics/analyses by use of spreadsheets and data.
- Other related duties as assigned.

## Qualifications

- Baccalaureate degree required.
- International student experience preferred.
- Applicant should be friendly and personable, possess excellent communication skills, exercise strong organizational and time-management skills.
- Must be able to work independently, as well as part of a team with a collaborative approach to problem solving.
- Ability to maintain high levels of self-motivation, creativity, and initiative.
- Microsoft Office experience and some knowledge of PeopleSoft and Hobsons preferred. Ability to learn new technologies.

**Compensation:** The rate is \$18 per hour plus benefits. 20 hours per week required with the expectation of a flexible schedule.

## How to Apply:

Please send cover letter and resume via email to:

Ms. Rebecca De Jesus  
Rebecca.DeJesus@qc.cuny.edu  
The Academic Advising Center  
Queens College, CUNY

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