PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Academic Counselor Undergraduate
                      (Part-Time/Non-Benefited; 19 hours per week)

DEPARTMENT: Gabelli School of Business

POSITION SUMMARY:
Reporting to the Senior Assistant Dean for Undergraduate Studies, the Academic Counselor will be responsible for supporting retention risk students through individual and group meetings, organizing workshops and working closely with academic deans and university partners.

RESPONSIBILITIES:
- Provide regular and timely one-on-one advising to assigned retention risk students, including the provision of information and guidance on matters related to academic persistence, on-campus resources, and goal setting while in college and beyond.
- Organize and facilitate academic success workshops for students, including sessions related to time management, study skills, and resiliency.
- Review and update student records, including documentation of student interactions in relevant database systems in a timely manner.
- Coordinate with academic class deans to ensure students receive comprehensive, integrated, and complementary advising from all advisors. Collaborate with class deans and faculty on individual student support strategies and issues of student attendance, failure risk, concerning interactions, etc.
- Collaborate with University partners in Student Affairs, the Office of Disability Services, and the Counselling/Health Centers to provide individual student support.

QUALIFICATIONS:
- Bachelor’s degree in education, counseling, social work, or related field required. Master’s Degree preferred.
- One to three years of experience in a higher education setting working directly in student advising roles.
- One to three years of experience planning and implementing academic support services and/or programs.
- Strong interpersonal, written and oral communication skills.
- Strong relationship builder with the ability to work collaboratively and independently.

SALARY:
Hourly Rate for 19 hours per week
Commensurate with experience.

FLSA CATEGORY:
Non-exempt

START DATE:
ASAP

SEND LETTER AND RESUME TO:
Marisa Villani,
Senior Assistant Dean of Undergraduate Studies
mvillani1@fordham.edu

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