TRiO Student Academic Success Advisor

The tenure-tracked position of TRiO Student Academic Success Advisor provides essential academic advisement to students identified as at-risk. Individual will help students realize their career, financial, and personal goals. Will monitor and record progress, conduct retention activities, and liaison with 4 year institutions.

Requires MA/MS in education, counseling, social sciences or related field and strong oral/written communication and interpersonal skills. Three (3) years related experience, experience assisting post-secondary at-risk students, and Spanish fluency are preferred.


Please send cover letter and resume to studentsuccess@fmcc.suny.edu by June 12, 2015. For more information visit www.fmcc.edu.

Fulton-Montgomery Community College is a part of the State University of New York system and is located on 195 acres in an historic center of New York State, approximately 40 miles west of the state capital, Albany. FMCC is a comprehensive, two-year college with an increasing enrollment of approximately 2,800 full- and part-time students, including approximately 100 international students from 25 countries and the New York City Metro Area. FMCC offers over 40 Degree and Certificate Programs.
FMCC POSITION DESCRIPTION

POSITION TITLE:  TRiO Student Academic Success Advisor
CLASSIFICATION:  FACE, Education Support Specialist
DEPARTMENT:  Student Affairs
REPORTS TO:  Associate Dean for Student Retention and Success

MINIMUM QUALIFICATIONS:

- Master’s degree required in education, counseling, social sciences or related field.
- Strong oral/written communication and interpersonal skills.
- Three years related full-time work experience preferred.
- Experience in postsecondary education working with an at risk student population preferred.
- Fluency in Spanish preferred.

SUMMARY OF MAJOR RESPONSIBILITIES:

The TRiO Student Academic Success Advisor provides an essential student service of academic advisement to students identified as at-risk. This position will, under the direction of the Associate Dean for Student Retention and Success, assist students to reach their educational, career, financial, and personal goals. This position will monitor and record individual student progress, conduct retention activities, academically advise at-risk students, and acts as a liaison to 4-year institutions.

PRIMARY FUNCTIONS:

1. Assists students in assessing educational, career, financial and personal needs and developing educational plans and acts an academic advisor for at-risk cohort of students.
2. Coordinates with and refers students to College and/or community resources as needed.
3. Administers and interprets various assessment tools used in academic, career and personal counseling.
4. Monitors and records individual student progress. Assists with project evaluation and data collection for retention performance reports.
5. Serves as liaison to 4-year educational institutions. Develops and conducts transition activities for students. Assists in student completion of financial aid and 4-year college admissions applications.
6. Develops a strong working knowledge of any technical support software systems and social media tools which will aide in the performance of the job.
7. Perform outreach activities and initiatives in an effort to recruit and engage students in appropriate activities utilizing social media tools, and other student outreach tools.
8. Perform other incidental duties related to those that are listed above.