



Job Vacancy Notice

Job Title	Academic Advising Manager - Law School
Job ID	28438
Location	CUNY School of Law
Full/Part Time	Full-Time
Regular/Temporary	Regular

[Return to Previous Page](#)
[Switch to Internal View](#)

POSITION DETAILS

City University of New York (CUNY) School of Law seeks highly qualified candidates for the position of Academic Advising Manager (Academic Advisor) in Academic Affairs.

CUNY School of Law is a national leader in progressive legal education. Its dual mission is to train diverse students to become excellent public interest attorneys and provide access to the profession for members of historically underrepresented communities. As part of its mission, the school prepares students to practice "Law in the Service of Human Needs."

Reporting to the Senior Associate Dean of Academic Affairs, the Academic Advisor will implement and assess academic advising programs and services to produce high-quality results and meet strategic academic goals. The Advisor will also coordinate activities among different units and with areas outside the College and may oversee budget, operations, and facilities.

In addition to the CUNY Title Overview, the Academic Advisor will have the following duties:

- Serve as the first contact in Academic Affairs for students needing academic advising.
- Work with the Academic Dean to develop the course schedule, serving as a conduit for student desires and concerns.
- Deliver group and individual academic advising sessions for students at all stages of their academic careers.
- Manage the assignment of faculty advisors to all students and field questions from faculty advisors about academic advising.
- Serve as the institutional point of contact for Dual Degree programs, Pro-bono Scholars, and Columbia MOU, and advise students in those programs.
- Serve as a liaison with the Pipeline Program, Skills Center, and Bar Support to ensure all students receive the academic support they need to succeed.
- Work with Student Affairs to ensure students needing accommodations receive necessary academic support.

This position may require evening and weekend work.

QUALIFICATIONS

Bachelor's degree and six years' related experience required.

Preferred Qualifications:

- Four years of experience combined with a Juris Doctorate is preferred.
- Maintain, update, and disseminate resources that facilitate student's awareness and understanding of their academic standing and progress.
- Excellent interpersonal skills, especially with law students
- Knowledge and understanding of degree requirements for law students wanting to graduate.
- Excellent organizational skills.

CUNY TITLE OVERVIEW

Manages the development and operations of academic counseling services.

- Develops and coordinates campus efforts to provide a comprehensive academic advisement model and protocol; assists with strategic planning

- Supervises an academic advisement center: oversees counseling activities to provide consistently reliable

information to students

- Works with academic departments to develop faculty advisement components
- Collaborates with other campus offices to provide smooth and coordinated access to academic counseling services in order to enhance student performance and retention
- Develops workshops and other training to utilize advising technologies
- Oversees the development of advisement brochures and sample study programs
- Assesses academic counseling activities by tracking student progress and evaluating advisement system; recommends enhancements
- Organizes and facilitates ongoing training on use of advising technologies
- May manage professional and clerical staff; may monitor unit budget
- Performs related duties as assigned.

Job Title Name: Academic Advising Manager

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

\$86,645 - \$96,602

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Visit <https://cuny.jobs/jobs/>, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select "Apply Now" and provide the requested information.

Candidates should provide a resume and cover letter.

CLOSING DATE

Applications will be accepted through June 9, 2024.

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

