

Job Title: Special Programs Enrollment Advisor (Multiple Vacancies)  
Job ID: 29434  
Location: College of Staten Island  
Full/Part Time: Full-Time  
Regular/Temporary: Regular

## **POSITION DETAILS**

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Associate Director of Enrollment Management and Special programs, the Special Programs Enrollment Advisor:

- Manages an assigned territory and serve as a primary contact and enrollment advisor for support for new adult students including Reconnect students. This includes monitoring related data and enrollment patterns;
- Counsels' prospective applicants on requirements and standards and provides general information on programs and services in person or by telephone, e-mail, letter or video conferencing; conducts follow up as needed;
- Follows, researches and maintains current information about college programs, degree requirements and career outlook, providing general information on programs and services;
- Attending off-campus events such as college fairs, community-based events and presentations;
- Must be available for a varied and occasionally rigorous schedule of day, evening, and weekend events; as well as occasional out-of-city/state travel;
- Assists in conducting open house and information sessions, including group sessions and programs for prospective adult students, giving campus tours, virtual presentations and other admissions events;
- Supports an adult orientation, new and continuing student engagement activities;

- Supports Retention of Adult students by periodic engagement;
- Stays well versed in curriculum to assist with Advisement and Financial Aid Compliance;
- Perform other duties as assigned by Supervisor.

## **QUALIFICATIONS**

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

### **Preferred Qualifications include:**

- Master's degree highly preferred;
- At least two years of experience working in a higher education setting, preferably under recruitment, advising, financial aid, or related field;
- The ability to work under pressure with a high tolerance for interruptions, and the ability to work with a diverse student body;
- Ideal candidate will have excellent written, verbal communication and presentation skills as well as strong multi-tasking skills;
- Excellent interpersonal skills and strong customer service orientation;
- Ability to work non-traditional hours, including occasional evening and/or weekend shifts for office coverage or College events;
- Driver's license and access to vehicle;
- Experience using PeopleSoft, Campus Management Connect or other standard higher education industry student records, admissions and/or recruiting systems;
- Proficient in Microsoft Office (Word, Excel, Access and PowerPoint).

## **CUNY TITLE OVERVIEW**

Conducts and coordinates student recruiting and other admissions activities.

- Counsels prospective, transfer, and current students on their academic goals and how they may be achieved at the College, and assists them in preparing academic plans
- Provides referrals to other College departments as needed to further assist student/applicant
- Conducts follow-up with students from inquiry stage to registration
- Reviews applications and provides preliminary recommendations on admissions
- Participates in recruitment programs such as open house sessions, and direct recruiting activities
- Performs related duties as assigned.

Job Title Name: Admissions Senior Advisor

## **CUNY TITLE**

Higher Education Assistant

## **FLSA**

Non-exempt

## **COMPENSATION AND BENEFITS**

\$52,267 - \$79,188

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**

To apply, please visit <http://cuny.jobs/> and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

## **CLOSING DATE**

January 2, 2025

## **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.