

Academic Advisor - Liberal Studies

2020-7162

3 months ago

US-NY-New York **Department** Liberal Studies Academic Advising **School/Division** Faculty of Arts and Science (FAS) (AS1111)
Compensation Grade Band 52 **Union** N/A **FT/PT** Full-Time **Category** Student Services/Athletics

Position Summary

NYU Liberal Studies is seeking a dedicated Academic Advisor to join their team. This individual will advise students in Liberal Studies on academic programs, providing practical information related to the curriculum and degree progress, as well as administrative aspects of course selection and registration; help students make informed decisions about their academic and professional goals; interpret institutional policies and procedures; facilitate access to university resources and support services when needed through appropriate referrals; and process advanced standing credit and recommend special exceptions when relevant. In addition, this position include liaison and program responsibilities with specific functional areas (civic engagement and leadership programs, alumni and parent support programs, and select student affairs initiatives), in addition to participating in high-priority events for Advising & Student Affairs (eg. admissions open house, parents’ day).

Qualifications

Required Education:
Bachelor's degree.

Preferred Education:
Master's degree in Student Personnel Administration, Counseling, or other appropriate field.

Required Experience:
2 years' relevant experience in student advising or an equivalent combination of education and experience.

Required Skills, Knowledge and Abilities:
Excellent organizational, interpersonal and communication skills. Ability to advise and provide appropriate solutions to problems. Knowledge of standard office software (Google Apps, Microsoft, etc).

Preferred Skills, Knowledge and Abilities:
Experience with civic engagement and leadership programs and theories, and/or parent and alumni support.

Additional Information

NYU aims to be among the greenest urban campuses in the country and carbon neutral by 2040. Learn more at [nyu.edu/sustainability](#).
EOE/AA/Minorities/Females/Vet/Disabled/Sexual Orientation/Gender Identity

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