TITLE OF POSITION/RANK: Academic Counselor

DEPARTMENT: Fordham College at Rose Hill

RESPONSIBILITIES:
- Provide one-on-one advisement sessions with assigned students and drop-in appointments including the provision of information and guidance on matters related to student academic and personal goals while in college and beyond.
- Coordinate, and collaborate on FCRH initiatives, events, and programs that promote student retention, academic progress and success, and graduation rates.
- Provide timely intervention for students at risk for attrition (low-performing, high performing, etc.) and develop academic success plan in collaboration with faculty and campus-wide partners.
- Assists in planning, organizing and implementing academic success opportunities for FCRH students, such as workshops on test taking, time management and study skills.
- Provide timely intervention for students at risk for attrition (low-performing, high performing, etc.) and develop academic success plan in collaboration with faculty and campus-wide partners.
- Assist in planning, organizing and implementing academic success opportunities for FCRH students, such as workshops on test taking, time management and study skills.
- Provide regular reports and accurate data regarding activities.
- Review and update student records, including documentation of student interactions, in relevant institutional systems (Banner, DegreeWorks, EAB SSC) in a timely manner.
- Establish and maintain a satisfactory understanding of University academic policies and programs, including the Core Curriculum, academic programs, and advising guidelines.
- Contribute to data collection and assessment of programming.
- Participate in orientation, academic and career services events, recruitment, student life and engagement initiatives, and graduation, as needed.

QUALIFICATIONS:
- Bachelor’s Degree preferred; Master’s Degree desirable.
- Minimum 1-3 years’ experience in a higher education setting working directly on issues of advising, retention, and student success.
- Experience planning and implementing academic support services.
- Experience with data driven approaches, including retention and advising software (such as EAB SSC).
- Proficiency in Microsoft Office Suite, especially Microsoft Excel, and Google apps.
- Proficiency in, or willingness to learn Banner Applications.
- Strong interpersonal, written and oral communication skills.
- Commitment to diversity and inclusion.
- Knowledge of and commitment to the Jesuit mission in higher education.

SALARY: Commensurate with experience

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Christie-Belle Garcia
Assistant Dean for Student Support & Success
rhdeanrecruit@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories