

TOURO COLLEGE

JOB POSTING

Academic Advisor

Reports to: Dean or Director
Status: Part-Time
FLSA: Exempt
Location: Brooklyn

Touro is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was chartered in 1970 primarily to enrich the Jewish heritage, and to serve the larger American community. Approximately 19,000 students are currently enrolled in its various schools and divisions. Touro College has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles and Touro University Worldwide, are separately accredited institutions within the Touro College and University System. For further information on Touro College, please go to: <http://www.touro.edu/media/>.

JOB SUMMARY:

To advise and counsel students and to provide support and guidance to students enrolled in the college.

JOB RESPONSIBILITIES:

Responsibilities include but are not limited to the following tasks:

Academic

- Advises students in selecting and determining their academic goals
- Helps link a plan of study with the students` career goals
- Informs students about college policies, regulations, and requirements, including majors, minors, and concentrations
- Counsels students in choosing their programs semester-by-semester in an orderly and sequential fashion. Assist students in registering for courses
- Assists students in making program changes
- Performs graduation checks
- Informs students about graduation requirements
- Consults with the academic department chairs and staff on programming and scheduling matters
- Provides assistance in filing appropriate forms
- Monitors students on academic probation
- Evaluates and maintains an organized system of student records
- Counsels and guides students with graduate and professional school admissions procedures
- Prepares and submits appeals to the Committee on Academic Standing
- Compiles lists of potential graduates each semester
- Works with potential students to inform them about the college and to help them decide if Touro is the appropriate college for them and which Touro program can best serve their needs

General

- Assists in the orientation of entering students and help students adjust to college life
- Serves as students` case manager for college as well as community and social services
- Counsels students with personal, family, and academic problems and provide support during stressful transitions
- Assists students in seeking help in their everyday lives
- Informs students about available services at Touro College, and make referrals to other offices within the college. Advocates student rights within the college environment
- Refers students to appropriate agencies for help
- Other duties as determined by the Deans and Directors. *(Some responsibilities are school or site specific.)*

REQUIREMENTS:

Education, Preparation, and Training

- Master`s degree
- Prior Experience required

Skills

- Strong student service and organizational skills
- Must be able to multi-task and prioritize work
- Strong oral and written communications skills

Physical Demands

- Extensive Use of Computers
- Extensive time sitting and standing
- Able to lift up to 5 lbs.

Computer Skills

- Proficiency in Microsoft Office Suite including Word, Excel, Power Point, Outlook, Internet explorer

Travel

- Minimal local travel

Application Procedure:

Please send a cover letter with salary expectations and your resume to: Recruit.hr@touro.edu. The subject line of your email should read: "Part-time academic advisor/counselor"

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