

Non-Teaching Adjunct –Math Start Advisor

Background

CUNY Start is an intensive program for incoming college students who have earned either a high school or high school equivalency diploma, and need to increase their academic proficiency in reading, writing or mathematics prior to enrollment in college credit classes. Math Start, based on the CUNY Start math curriculum and advisement model, is an intensive 8-to-9-week program for incoming CUNY students who need to increase their math proficiency before starting credit-bearing classes. Similar to CUNY Start, Math Start enrolls students who have been accepted to CUNY but have not met CUNY proficiency standards in mathematics. CUNY Start and Math Start are recognized for their carefully designed curriculum and pedagogy, ongoing professional development, and mentor-based training model.

Stella and Charles Guttman Community College is a young, small, and vibrant learning community situated in the heart of midtown Manhattan. Guttman admitted its first cohort of students in 2012 and offers five majors: Business Administration, Information Technology, Human Services, Liberal Arts and Sciences, and Urban Studies. Central to Guttman's innovative educational model are an integrated first-year curriculum, embedded developmental education, guided pathways, experiential education, and the integration of academic and student support services, and the use of electronic portfolios.

Position Detail

The Guttman Math Start Non-Teaching Adjunct (NTA-Advisor) may advise and coach students to develop problem-solving and self-advocacy skills, and help students to plan their academic paths and access campus resources. The NTA-Advisor may also provide regular individual and group advisement, conduct and/or support the seminar workshop and lead and/or assist with the recruitment of new students. The Guttman Math Start NTA-Advisor reports to the Associate Dean of Academic Affairs at Guttman Community College.

General Responsibilities

- Provide academic and college success advice, general guidance, coaching, mentoring and career exploration support;
- Monitor, evaluate, document and report on students' academic participation and progress, ensure compliance with guidelines, and manage records and files;
- Advocate for students, intervene with appropriate program support services and referrals to faculty, campus learning resources and/or University student development services;
- Coordinate regular team meetings with faculty, academic and administrative staff;
- Participate in campus and University meetings and training activities;
- Participate in executing the program's daily operations and logistics; and
- Analyze program data, assist with evaluating goals, and develop measurement criteria to perform student learning outcomes assessments and create utilization reports.

Additional campus-specific responsibilities include but are not limited to:

- Assist in the implementation of the Math Start Seminar curriculum through observation, discussion and collaboration with campus advisement team;
- Conduct individual advisement sessions, helping students develop self-awareness and problem solving skills;
- Facilitate student orientation days;
- Participate in recruiting and screening new applicants;
- Participate in student/teacher/advisor conferences, providing feedback to students on their academic progress and class participation;
- Participate in team meetings with advisors and teachers;
- Collaborate with local and Central advisement teams on projects supporting cross-campus, program-wide advisement work;
- Collaborate with Central Office Advisement Professional Development team for regular training sessions , focusing on key advisement values and pedagogy;
- Cover short- or long-term advisor absences; and
- Refer students to campus resources as appropriate.

Qualifications:

The ideal candidate will possess the educational and professional qualifications appropriate to the advisor assignment as indicated below.

- Bachelor's degree required; Master's degree preferred;
- Four years teaching experience in adult education, developmental skills or related discipline strongly preferred AND/OR; Four years' experience advising, counseling, or coaching in an academic setting;
- Experience working with diverse populations;
- Strong written and interpersonal communication skills;
- Proactive and detail oriented with strong organizational skills;
- Ability to work effectively as an individual contributor and team member;
- Ability to receive and incorporate feedback quickly;
- Ability to respond in a flexible and supportive manner as an advisement team member; and
- Computer proficiency using standard academic, administrative and office software programs/applications, such as Microsoft Office; proficiency with CUNYfirst, Degree Works, Hobsons a plus.

Salary and Employment

- Hourly rate - \$42.95/hour
- Maximum appointment* – 300 hours; approximately 30 hours a week for 10 weeks
- This is a temporary position in the Math Start program.

How to Apply

Please send resume, cover letter, and names and contact information of three professional references to Mathstart@guttman.cuny.edu.

*Prior approval required by the Central Office if NTA hours exceed the 225 per semester or 175 per summer allocation.