

Date: Tue, 16 Aug 2011 12:20:46 -0400
From: Lori Schlicht <Lori.Schlicht@CORTLAND.EDU>
Subject: Professional Opportunity at the State University of New York College at Cortland

Dear Colleagues,

The Advisement and Transition Office at SUNY Cortland is looking to fill the position of Academic Advisor Assistant. Please share this posting with colleagues you think might be interested. A more detailed job description can be found at <http://jobs.cortland.edu>

Thank you.

Academic Advisor AssistantThe State University of New York College at Cortland invites applications for the position of Academic Advisor Assistant (SL2).The successful candidate will be responsible for assisting students with their academic planning and decision making, serving as primary advisor for walk-in and phone questions, advising approximately 30 advisees, coordinating and supporting the promotion and recruitment of teaching assistants, serving as liaison to academic efforts in the residence halls, assisting with the development for web content and technology initiatives, assisting with advising workshops and supporting office initiatives. Required Qualifications: Bachelor's degree, experience working in an educational setting, strong communication and organizational skills, effective working in a fast paced, team environment and ability to multitask. Preferred Qualifications: Master's degree and experience with academic issues and academic advising. Review of application materials will begin immediately and will be accepted until the position is filled. To apply submit an online employment application at <http://jobs.cortland.edu> and attach a letter of application, resume and contact information for three professional references.

SUNY Cortland is an AA/EEO/ADA employer.