

Academic Advisor, SBED  
New Jersey Institute of Technology (NJIT)

Direct Link: <https://www.AcademicKeys.com/r?job=229723>

Downloaded On: May. 9, 2024 4:05pm

Posted Jan. 30, 2024, set to expire May 28, 2024

**Job Title** Academic Advisor, SBED  
**Department** School of Applied Engr & Tech  
**Institution** New Jersey Institute of Technology (NJIT)  
Newark, New Jersey

**Date Posted** Jan. 30, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Engineering - Other

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**Job Description**

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**Academic Advisor, SBED**

**Department:** School of Applied Engr & Tech

**Reports To:** Associate Professor, School of Applied Engr & Tech

**Position Type:** Staff

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**Position Summary:**

The Academic Advisor will provide academic advising and registration support for SAET first-time and transfer undergraduate students. The position includes organizing and participating in recruitment activities at high schools, county colleges, and NJIT events. The individual will also coordinate the department's undergraduate research activities, and Experiential Learning opportunities (e.g. NJIT-Makerspace) by SAET students.

**Essential Functions:**

- Oversee and conduct undergraduate student academic and career related advisement for the School of Applied Engineering and Technology (SAET) with a focus on the Built Environment Division (SBED) (Approximately 600 students).
- The SBED programs will include Construction Engineering Technology (CET), Construction Management Technology (CMT), and Surveying Engineering Technology (SET).
- The individual will also coordinate student recruitment activities including open houses, first-year and transfer student functions.
- Serve as a liaison with the Admissions Office and Career Development Services.
- Coordinate department's undergraduate related department functions such as workshops, seminars, and commencement.
- Coordinate department's undergraduate research activities, and facilitate use of the NJIT Makerspace by SAET students.

**Additional Functions:**

- Monitor student enrollment and retention on a monthly basis to ensure consistency, help identify fluctuations, and support a resolution accordingly.
- Coordinate academic help sessions and tutoring of undergraduate students.
- Coordinate a Built Environment Program if needed.
- Perform other aligned activities at the direction of the Chair.

**Prerequisite Qualifications:**

- Bachelor's degree in Engineering, Engineering Technology, or related field. Understanding of Engineering Technology curricula.
- At least five years of experience working in an academic environment, preferably at a community college.

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- Understanding of current trends in Academic Advising and higher education.
- At the university's discretion, the education and experience prerequisites may be accepted where the candidate can demonstrate to the satisfaction of the university and the SPHS Leadership Council, an equivalent combination of education and experience specifically preparing the candidate for success in the position.
- At the university's discretion, the education and experience prerequisites may be exempted where the candidate can demonstrate to the satisfaction of the university, an equivalent combination of education and experience specifically preparing the candidate for success in the position.

**Preferred Qualifications:**

- MS degree in Engineering, Engineering Science, or related field is preferred.
- Industrial experience in the Built Environment is preferred.
- Certifications are a plus.
- Professional Land Surveyor is preferred.
- Experience in teaching undergraduate engineering and/or engineering technology courses is preferred.

**Bargaining Unit: PSA**

**Range/Band: 20**

**FLSA: Exempt / Full-Time**

**EEO Statement:**

As an EEO employer, NJIT is committed to building a diverse and inclusive teaching, research, and working environment and strongly encourages applications from individuals with disabilities, minorities, veterans, and women.

**Diversity Statement:**

As a Minority Serving Institution and Asian-American and Native American Pacific Islander Serving Institution, diversity is a core value of NJIT and we are committed to make diversity, equity, inclusion, and belonging, part of everything we do. We celebrate the diversity of our university community and recognize the cultural and personal differences each member of the community brings to NJIT. We strive to cultivate an inclusive campus culture that promotes excellence among our faculty, staff and students. Building a robust and diverse community is critical to NJIT's continuing status as a premier institution of higher education and a leading polytechnic university.

To apply, visit <https://njit.csod.com/ux/ats/careersite/1/home/requisition/6653?c=njit>

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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