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JOB POSTING
OFFICE OF HUMAN RESOURCES
July 27, 2026

POSITION: Undergraduate Academic Advisor

DEPARTMENT: Registrar

DIVISION: Enrollment Management and Student Affairs

STATUS: Exempt; Must work one day on the weekend (Tuesday-Saturday or Sunday-Thursday).

Note: As a member of our exempt work-force there could be occasions when a commitment beyond the normal workweek may be required.

Salary: \$65,000 to \$68,000

Position Overview

The Academic Advisor plays a vital role in promoting student success and supporting the overall academic mission of the institution. This position provides holistic advising services, including academic planning, course selection, interpretation of academic policies, and guidance on opportunities that enrich the student experience. The advisor contributes to student retention and timely degree completion through proactive outreach, individualized support, and collaboration with campus partners. The role requires strong communication abilities, a commitment to student development, and the capacity to work effectively within a team environment.

Organizational Relationships:

Reports to the Registrar.

Primary Responsibilities - Student Advising & Support

- Advise the following undergraduate programs: AAS in Diagnostic Medical Sonography, AAS in Radiologic Technology, AAS in Massage Therapy, Certificate in Massage Therapy, Bachelors in Professional Studies, and any additional undergraduate programs that may be added.
- Serve as liaison between students and faculty by facilitating communication and encouraging students to connect with their faculty.
- Collaborate with the Student Accessibility Services Manager and other Center for Student Support staff to support student accommodations and academic/tutoring needs.
- Provide comprehensive academic advising to students, including curriculum planning, course scheduling, and referrals to academic departments or campus resources.
- Support students by navigating complex academic or personal concerns and connecting them with appropriate services when needed.

- Conduct advising sessions individually or in group formats.
- Educate students on academic policies, procedures, deadlines, and opportunities that support their progress toward degree completion.
- Inform students of key academic dates, including add/drop periods and withdrawal deadlines.
- Counsel students on remediation policies, academic standing, and strategies for academic improvement.
- Manage all administrative processes for assigned students, including degree audits, degree certifications, registration adjustments, and distributing student forms.
- Track student attendance, update academic planners, and monitor academic performance through systems such as D2L to identify trends or concerns.
- Utilize campus-wide software and technology platforms to document advising interactions, track degree progress, and communicate with students, faculty, and staff.
- Participate in early alert and retention initiatives in collaboration with the Center for Student Support.
- Assist with academic standing processes.
- Provide ongoing support to students on academic probation, including progress monitoring, workshop facilitation, and individualized academic coaching.
- Advise transfer students on program integration.
- Support orientation programming and assist with commencement activities.
- Develop and deliver workshops for students on academic success topics.
- Maintain advising-related resources, including MyNortheast pages and web content.

Other Duties

- Represent the College at events and meetings as appropriate.
- Must be available to work one weekend day a week. Work week can be Tuesday through Saturday or Sunday - Thursday.
- Perform additional responsibilities as assigned to support departmental and institutional goals.

Required Knowledge, Skills, and Abilities

- Strong organizational and planning skills with the ability to manage multiple priorities while maintaining accuracy and attention to detail.
- Proficiency with computer systems, including student information systems and reporting tools (experience with Jenzabar preferred).
- Commitment to an inclusive, student-centered approach to advising and support.
- Demonstrated information literacy, including the ability to locate, interpret, and apply relevant information effectively.
- Ability to handle confidential information with discretion.
- Excellent written and verbal communication skills.
- Strong interpersonal abilities, including collaboration, conflict resolution, problem solving, and sound decision-making.

Qualifications

- Bachelor's degree required.
- Master's degree in counseling, higher education, student affairs, or a related field preferred.
- Minimum one year of academic advising in higher education or related experience preferred.

Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable

opportunities to all future and current employees, including those belonging to groups that have been historically underrepresented in higher education.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.