
Job Title	CUNY EDGE Program Director
PVN ID	BA-2003-003570
Category	Managerial and Professional
Location	BARUCH COLLEGE
Department	Starr Career Development Center
Status	Full Time
Annual Salary	\$58,000.00 - \$62,000.00
Hour(s) a Week	35
Closing Date	May 30, 2020 (Or Until Filled)

General Description

Baruch College Background

Baruch College, located in the historic Grammercy Park Neighborhood of Manhattan, is a senior college in the City University of New York with roughly 15,000 undergraduates and 3,000 Graduate students enrolled in the Lawrence Zicklin School of Business, The Mildred and George Weissman School of Arts and Sciences and the Austin W. Marxe School of Public and International Affairs. The Starr Career Development Center (Starr) is the career office that serves undergraduate students from all three schools. The CUNY EDGE Program is embedded within the Starr Career Development Center at Baruch and operates in conjunction with both Starr and RF CUNY Central Office.

CUNY EDGE Director Description

CUNY EDGE is the latest initiative to support public assistance recipients enrolled in college during a twenty-year partnership between the City University of New York (CUNY) and the New York City Human Resources Administration (HRA). Launched in 2016, CUNY EDGE provides public assistance recipients enrolled at CUNY with a range of services, benefits, and supports so they achieve academic excellence, graduate on time, and find employment. Key components of the program include academic, personal, and professional advisement, personal development seminars, paid work experience, and public benefits case management assistance. Serving over 5,700 students across 18 campuses, CUNY EDGE is led by a Central Office team supporting over 85 staff at the campuses who provide direct services to students. For more information about CUNY EDGE, visit cuny.edu/cunyedge.

Other Duties

Duties of the CUNY EDGE Program Director/Coordinator

Student Support Services

- Provide direct services to support students through to graduation including:
 - individual and group advising sessions for a caseload of up to 100 students using an “intrusive” and developmental advisement model,
 - individual student assessments,
 - HRA case, family, work, and academic issue resolution; and
 - personal, professional, and career development seminar series;
- Orient new and existing students to CUNY EDGE program and supports;
- Assist students with internships, scholarships, and opportunity program applications;
- Refer students to on-campus and off-campus resources and follow-up to ensure student success;

Program Leadership

- Work closely with college leadership and the Central Office to ensure program quality;
- Cultivate relationships and closely collaborate with other college departments including financial aid, the bursar, the registrar, counseling center, etc. to refer students, obtain student information, and receive referrals;
- Collaborate with CUNY community college staff members to ensure a strong handoff for students transferring between the community and senior colleges;
- Monitor budget and manage program funds effectively;
- Hire and manage a program assistant to oversee the HRA Fellowship Program (see below) and provide additional support in the day-to-day operations of CUNY EDGE.
- Serve as an expert regarding CUNY EDGE program policies and procedures at Baruch College;
- Oversee and support program operations in a busy, fast-paced office;
- Continuously improve program implementation;
- Actively participate in Directors meetings, trainings, and Communities of Practice with staff at other CUNY EDGE campuses and the CUNY Central Office.
- Perform related duties as assigned.

Coordination and Compliance with HRA

- Prepare FIA letters and other HRA required documentation for students;
- Liaise with HRA/Education Services Team to help students address HRA compliance issues;
- Oversee on-time and accurate data maintenance including
 - Maintenance of student files and data on all program activities;
 - Quick and accurate data entry and reporting to Central Office; and
 - Monitor and report student engagement in assigned activities;
- Maintain student files;

HRA Fellowship Program

- Conduct bi-weekly orientations for CUNY EDGE students who are newly assigned to participate in the HRA Work Study;
- Identify on-campus and/or off-campus placement slots for a caseload of approximately 20 students;
- Provide job readiness assistance to students (resume review, interview prep, etc.), match students to appropriate placement slots and support student with any work-site issues.
- Monitor students’ attendance and complete data entry for HRA compliance and Research Foundation

payroll; and

Qualifications

- Bachelor's degree and at least four years' relevant experience required, preferably in an educational or social service program serving low-income students;
- Advanced degree in a related field preferred;
- Ability to academically advise students and support them to meet their educational and work goals;
- Outstanding communication skills (written, oral and interpersonal) required;
- Ability to work with multiple stakeholders in a fast-paced office;
- Proficiency using standard office computer programs, systems and databases;
- Experience collecting, reporting, and using data to make strategic decisions; and
- Proactive and flexible, with ability to establish plans and manage a varied workload, deadlines and conflicting priorities.