
Job Title	Academic/Career Advisor, CUNY Inclusive Economy Initiative
PVN ID	BA-2212-005278
Category	Managerial and Professional
Location	BARUCH COLLEGE
Department	Communication Studies
Status	Full Time
Annual Salary	\$81,712.00 - \$86,188.00
Hour(s) a Week	35
Closing Date	May 06, 2025 (Or Until Filled)

General Description

Posting Title: Academic/Career Advisor, CUNY Inclusive Economy Initiative

The Office of Careers & Industry Partnerships (OCIP) at the City University of New York seeks Academic Career Advisors to create career pathways and expand employment opportunities for students in New York's emerging industries.

You will work with Industry Specialists to support a cohort of undergraduate students, connecting them with relevant internship or full-time opportunities in a selected industry.

Industry: Communication (including corporate communication; human resources; investor relations; crisis communication; advertising; public relations; corporate social responsibility.)

Department: Communication Studies, Baruch College

Build a Community:

- Provide both group and 1:1 activity designed to help students identify career goals, academic courses, and goal-oriented career opportunities
- Develop your cohort's identity as a peer network
- Help students plan for internships and other opportunities to build their experience in and exposure to workplaces
- Assess students' professional abilities and development at several points throughout the cohort.

Establish a Peer Network:

- Participate in CUNY-wide professional development and mentoring
- Collaborate between academic/career advisors and academic departments on insights from employers that might influence curricula and individual student progress.

Create Pathways:

- Identify barriers to student success within areas of study related to career goals
- Share information on student needs and connect them to supportive services and campus resources
- Expand student exposure to careers and the courses needed to prepare for them
- Coordinate programs to enhance job-seeking skills.

Portfolio Management:

- Create plans for your cohort's structure of programs, assessments, advising and referral activities
- Track progress, challenges and outcomes using state-of-the-art technology to measure success and make adjustments in real-time

About CUNY & OCIP

The City University of New York (CUNY) is the nation's largest urban public university and serves 275,000 degree-seeking students and 200,000 non-degree students across 25 campuses. The Office of Careers and Industry Partnerships (OCIP) at CUNY is responsible for mobilizing the university's unparalleled scale, assets and diverse talent to fuel inclusive economic prosperity.

OCIP is working to ensure that 1) CUNY graduates can launch or advance in sustaining careers of their choosing at salaries equivalent to their peers, 2) businesses can turn to CUNY to find the talent, services, and expertise they need to thrive, 3) faculty and staff come and stay at CUNY because the impact they can have on students' career trajectory is unparalleled and recognized, and 4) sustainable funding streams support proven interventions for bolstering student career success today and for years to come.

We encourage you to visit our job site to learn more about this position and apply.

To learn more about The Office of Careers & Industry Partnerships at CUNY, please visit:

<https://www.cuny.edu/about/administration/offices/ocip/>

MINIMUM QUALIFICATIONS

A baccalaureate degree is required.

We seek motivated, flexible and resourceful people who can gain the confidence of others in an advising environment and execute successful programs. You may have skills or experience including:

- Coursework or training related to adult development, including career development
- Academic or career advising and/or coaching
- Providing job-related services and adult basic skills training
- Understanding of academic programs, majors, and methods to assure students' successful progress
- Understanding the needs and practices of employers in recruitment and selection
- Comfort with technology to track programs and projects.

COMPENSATION AND BENEFITS

\$81,712 - \$86,188

Other Duties

Qualifications
