
Job Title	Career and Work Readiness Specialist
PVN ID	BM-1709-002070
Category	Administrative Services
Location	BOROUGH OF MANHATTAN C. C.
Department	Academic Affairs
Status	Full Time
Annual Salary	\$40,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Nov 12, 2017 (Or Until Filled)

General Description

A College degree is the foundation for economic security and self-sufficiency. Countless studies show that a degree is one of the most important credentials in the job market. In an effort to best support public assistance recipients, CUNY EDGE (Educate, Develop, Graduate and Empower) began offering enhanced and structured academic support services to public assistance recipients in the fall of 2016. The CUNY EDGE Program formerly known as COPE, is an initiative implemented by the City University of New York and the Human Resources Administration (commonly referred to as HRA.) CUNY EDGE aims to help students who are receiving public assistance achieve academic excellence, graduate on time, and find employment. The goal is to support the specific needs of students who are receiving government assistance and are pursuing an undergraduate degree. CUNY EDGE balances academic advising and personal support with career/employment readiness, leadership development, and community engagement while maintaining students' compliance with HRA regulations. Our program integrates elements of successful college completion programs with work opportunities, personal development, and academic excellence.

The program's services include:

- Ongoing academic, personal, and career planning advisement;
- A comprehensive personal and professional development seminar series;
- Career readiness services;
- Connecting students to internship, HRA work study, and job opportunities;
- A culture of academic excellence through tutoring services and limited tuition support for intersession and summer classes;
- Collaboration with campus offices and programs including CUNY Start, ASAP, advising offices, career services, HRA Work Study sites, and Single Stop to get students the help they need.

CUNY EDGE envisions a world in which all people have access to the educational opportunities and support they need to achieve academic success, a sustainable career, and a brighter future. The program works tirelessly to make this vision a reality.

The CUNY EDGE Career Specialist is a member of an integrated university team providing individual academic and personal support to an assigned group of students as they progress towards graduation.

Other Duties

- Work with students to address any immediate employment needs and to increase students' career-awareness, career-readiness, and networking skills, using an "intrusive" and developmental advisement model; adhere to a career pathways model to ensure students are being prepared for "careers" versus "jobs";
- Develop work and career readiness curriculum;
- Facilitate personal and professional development seminar series;
- Identify on-campus placement slots for Human Resource Administration Work Study Program participants which includes creating and maintaining collaborations with other college offices;
- Research real-time labor market information to stay abreast of employment trends;
- Responsible for locating internships, scholarships, and opportunity programs;
- Assist in student recruitment;
- Complete data entry efficiently and accurately;
- Provide exceptional customer service;
- Participate fully in professional development opportunities;
- Coordinate with other campus programs, specifically ASAP, SEEK, and CD, as needed;
- Complete Human Resource Administration paperwork and liaise with HRA to address issues with students' public assistance cases (attendance, child care, closed cases, etc.);
- Work with student to address any issues impacting participation in program activities;
- Advise students individually and/or in groups regarding academic core requirements, e-advising, and/or departmental requirements, appropriate class selection, academic policies and procedures, and campus resources;
- Assist students with identification of long term goals and career plans. Work to position students to meet requirements for graduation within appropriate periods of time while preparing them to meet future goals;
- Advise students within scope of responsibility, such as new or transfer students, undeclared majors, etc., assisting in exploration of academic programs, and focusing on academic direction.
- Perform duties as required to meet the Academic Advising goals;
- Monitor and report attendance in classes, work, and internships;
- Perform related duties as assigned.

Qualifications

- Bachelor's degree and at least three years' relevant experience required, preferably in an educational or social service program serving low-income students; Master's degree in related field preferred.
- Ability to help students meet their educational and work goals;
- Ability to multitask, prioritize, manage time effectively, as you will be working with multiple stakeholders in a fast-paced office;
- Ability to provide students with work/internship opportunities using an active job bank.
- Experience developing and managing partnerships and relationships;

- Detail-oriented with strong organizational skills;
- Excellent communication skills (written, oral and interpersonal), editing and presentation skills required;
- Proficiency using standard office computer programs, systems, survey tools, and databases;
- Experience collecting, reporting, and using data to make strategic decisions;
- Ability to work in a team while also handling individual day-to-day responsibilities independently;
- Ability to facilitate workshops in relation to life development/employment skills;
- Ability to speak a language in addition to English is preferred; and
- Ability to work some evenings and weekends.