
Job Title	Bilingual Student Advisor – Conexiones & Connections Program
PVN ID	BM-2112-004439
Category	Managerial and Professional
Location	BOROUGH OF MANHATTAN C. C.
Department	Student Affairs
Status	Full Time
Annual Salary	\$44,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Dec 19, 2022 (Or Until Filled)

General Description

Serve as an bilingual advisor to a cohort of students in the Conexiones & Connections Program, including participation in the outreach, recruitment, orientation, engagement and support activities of the program in virtual and in-person modalities. This is a grant funded position through the U.S. Department of Education under the Title V- Strengthening Hispanic Serving Institutions initiative.

Other Duties

The Conexiones Bilingual Student Advisor works effectively within a team to:

- Assists in preparing and providing student support services to promote the personal development of a diverse student population
- Assist to recruit, and subsequently maintain a Latinx-focused student caseload using culturally relevant approaches to support success
- Represent Conexiones & Connections Program at college-wide events such as orientations, outreach, and retention initiatives
- Coordinates and helps present relevant informational and educational programs, such as financial literacy, student leadership, First Year Experience, and career exploration
- Develop supportive interventions and engagements for students across the academic spectrum
- Foster a strong student community and encourage campus engagement among the cohort
- Collaborate with other student services areas, faculty, and staff to promote student success, retention, and ensure the coordination of services
- Assist students to navigate issues with financial aid and to address other financial barriers and collaborate with various campus offices to help students to meet financial goals
- Assist students to explore connections between their desired career and their current major, and to seek out relevant internships, employment, and service learning opportunities
- Implement and assess co-curricular initiatives to support these students and assess student learning,

particularly students' development of co-curricular competencies

- Effectively manage CUNYfirst data to identify trends and verify the retention and graduation status of Conexiones students, and conduct completion-focused outreach
- Implement consistent and effective assessment practices to refine the area's programs and prepare program reports each semester
- Provide assistance with major college-wide events, such as: commencement, orientation, registration and honors convocation
- Participate in campus-wide retention and persistence outreach and activities
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- Participate in campus-wide retention and persistence outreach and activities
- Other duties as assigned

Qualifications

- Master's degree in student personnel administration, higher education, or a related field preferred.
- Must be fully bilingual with fluency in English and Spanish (reading, writing and speaking).
- Knowledge of current and best practices in student success with a focus on student persistence and retention, especially for Latinx community college students.
- Successful implementation of programs for a diverse student population, and evidence of successful college-wide collaborations
- Strong oral/written communication and interpersonal skills; a creative problem solver excellent with attention to detail and proven leadership skills.
- Be a dynamic individual who can work independently and under general supervision with strong organizational skills.
- Ability to work evening hours and weekends as necessary.
- Proficiency in Microsoft Office Suite, Social Media engagement, Blackboard, Zoom and Photoshop or Canva a plus.