
Job Title	Bilingual Student Advisor, Conexiones & Connections Program
PVN ID	BM-2209-005062
Category	Managerial and Professional
Location	BOROUGH OF MANHATTAN C. C.
Department	Student Affairs
Status	Full Time
Annual Salary	\$51,000.00 - \$62,000.00
Hour(s) a Week	35
Closing Date	Oct 15, 2023 (Or Until Filled)

General Description

Serve as a 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:

- Prepare and provide student support services to promote the personal development and academic success of a diverse student population
- Develop engaging recruitment strategies to attract and sustain the engagement of a Latinx-focused student caseload using culturally relevant approaches
- Supervise students staff to provide effective support for the program
- Co-manage communications plans for cohort initiatives
- Coordinate and present relevant and engaging programs for the cohort, such as financial literacy, student leadership, First Year Experience, and career exploration
- Administer summer bridge and summer leadership programs for Conexiones students
- Develop supportive interventions and engagements for students across the academic spectrum
- Foster a strong student community and encourage campus engagement among the cohort
- Assist students to explore connections between academics and careers, and to seek out relevant internships, employment, and service learning opportunities
- Implement co-curricular initiatives and assess student learning, particularly students' development of co-curricular competencies

- Establish opportunities for collaboration with other student services areas, faculty, and staff to support the success of Conexiones students
- 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
- Represent the Conexiones & Connections Program at college-wide events such as orientations, outreach, and retention initiatives
- 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
- 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 and evaluation of programs for a diverse student population, and evidence of successful college-wide collaborations
- Strong organizational skills and the ability to handle multiple priorities effectively
- 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
- 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.