
Job Title	Educational Advisor/Case Manager
PVN ID	BM-2406-006298
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	Continuing Education
Status	Full Time
Annual Salary	\$42,000.00 - \$48,000.00
Hour(s) a Week	35
Closing Date	Sep 30, 2024 (Or Until Filled)

General Description

The Adult Basic Education Program of the Borough of Manhattan Community College Center for Continuing Education and Workforce Development is seeking an Educational Advisor/Case Manager who will be responsible for providing support service referrals and academic advisement to adult HSE, ABE and ESOL students. The Educational Advisor/Case Manager will be based at the BMCC Continuing Education Site in lower Manhattan (Financial District) four days-a-week and one day a week at one of our three New York State funded Literacy Zones on the Lower Eastside. The position also requires collection and entry of data to record student referrals, goals and outcomes. The Educational Advisor/Case Manager reports to the Program Manager and must be available to work a flexible schedule including some evenings and occasional weekends as needed.

Working closely with instructors and staff, the Educational Advisor/Case Manager assists with intake and assessment of incoming students for the HSE and ESOL Programs, monitors and supports learner persistence, provides appropriate referrals for social services as needed, and offers workshops on topics including career pathways, college knowledge, and parent advocacy.

As part of the City University of New York (CUNY) Borough of Manhattan Community College (BMCC), the Program serves the pressing literacy needs of the city's academically underprepared and underserved adult learners and guides them to post-secondary education and enhanced employment opportunities. Although a relatively small program, BMCC amplifies its powerful effects with connections to a variety of community agencies and partners throughout lower Manhattan.

Candidates are required to submit a cover letter detailing related experience along with the resume.

Other Duties

- Assist with student outreach and recruitment

- Assist in new student intake, assessment, and orientation sessions and develop recommended next step plans for participants
- Maintain database of participant progress and program activities
- Ensure confidentiality of participant records
- Counsel students on career planning and college enrollment processes
- Follow up with students who have exited the program
- Coordinate Job Fairs and Family Literacy Fairs
- Develop and conduct workshops for Literacy Zone and GED class participants
- Work collaboratively with Literacy, Continuing Education, and College staff to ensure participant success
- Build positive relationships with Literacy Zone partners
- Participate in professional development activities provided by the NYSED RAEN
- Assist Program Manager and Literacy Department as needed
- Other responsibilities as required for success of the program participants

Qualifications

- AA degree with 2 years experience in a related field
- Bachelors degree in preferred.
- Commitment to the educational advancement of low-income individuals
- Experience in adult education, youth development, college access, college support, guidance counseling, or a related area preferred
- Bilingual a plus
- Ability to work flexible hours as needed to attend workshops, family literacy events, outreach events
- Some evening hours required
- Cover letter required to accompany resume