
Job Title	Academic Advisor - CUNY EDGE
PVN ID	BM-2410-006491
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	Academic Affairs
Status	Full Time
Annual Salary	\$50,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Dec 09, 2024 (Or Until Filled)

General Description

CUNY EDGE is a collaboration between the City University of New York (CUNY) and the New York City Human Resources Administration (HRA) to assist public assistance recipients pursuing a college education. The initiative is a partnership that has been in place for over 20 years and currently serves more than 4,000 students at 19 colleges each year with a range of services. The goal is to support CUNY students in achieving academic excellence, graduating on time, and bridging their educational success to career opportunities. Key components include academic, personal, and professional advisement, personal development seminars, paid work experience, and public benefits case management assistance.

This role involves extensive interaction with students, including one-on-one advising sessions, group meetings, and workshops. The ideal candidate should have a degree in a related field from an accredited institution with a relevant specialization and at least two (2) years of experience, preferably in an educational or social service program catering to students from underrepresented communities. The candidate is expected to have in-depth knowledge of academic programs, policies, procedures, and student support services within their scope of work.

Additionally, the candidate will be responsible for providing comprehensive academic advising and support services to a designated group of students through their degree completion. They will also be responsible for ensuring students remain in compliance with their HRA responsibilities and maintaining accurate and up-to-date records of student progress and academic reports. The candidate must be able to understand and address individual student needs, considering the unique requirements of the student population.

Other Duties

- Providing individualized, ongoing comprehensive academic advisement and support services to an assigned group of students until degree completion.
- Responsible for helping students maintain compliance with HRA responsibilities and keeping accurate,

up-to-date records of student progress and academic plans.

- Identifying and addressing potential barriers to student success, including financial and personal challenges.
- Provide individualized, ongoing career and professional advisement to align students' academic and professional goals, including professional portfolio development and referrals to internship or fellowship opportunities.
- Representing the program at events, fairs, and information sessions in collaboration with the team to promote awareness and encourage enrollment in college.
- Developing and implementing strategies to support student success, such as workshops, tutoring, and mentorship programs.
- Collaborating with faculty, college staff, and community organizations to support student success.
- Maintaining personal and program student records to track student progress and outcomes and preparing reports as needed.
- Supporting the planning efforts for program initiatives and other program-related events as needed.
- Exercising professionalism, integrity, and confidentiality regarding student records and the delivery of advisement services.
- Experience with training and/or educational or social service programs serving participants from traditionally underrepresented communities.
- Performing related duties as assigned.

Qualifications

- Education experience: Minimum of a bachelor's degree from an accredited college or university in education, counseling, social work, or a related area.
- Ability to work in a team while also handling individual day-to-day responsibilities independently.
- Strong written and verbal interpersonal communication skills.
- Detail-oriented with strong organizational and presentation skills.
- Ability to build rapport and trust with students with diverse lived experiences.
- Proficient and comfortable using technology, i.e., Microsoft Office Suite, survey tools, or similar software.

Preferred Qualifications

- Master's degree in counseling, education, social work, or related field preferred.
- Experience in a higher education setting providing academic advisement or admissions-related services.
- Demonstrate understanding of college students' unique experiences from economically disadvantaged backgrounds.
- Bilingual proficiency in Spanish.

This position requires extensive engagement with students through individual advising sessions, group gatherings, and workshops/seminars. A strong competency in student engagement and outreach is essential for this position. The ideal candidate is outgoing and should thoroughly understand academic programs, policies, procedures, and student support services.