



Job Title	Advisor – CUNY EDGE Program
PVN ID	BM-2511-007095
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	Academic Affairs
Status	Full Time
Annual Salary	\$55,000.00 - \$57,000.00
Hour(s) a Week	35
Closing Date	Jan 04, 2026 (Or Until Filled)

General Description

CUNY EDGE (Educate, Develop, Graduate, Empower) at the Borough of Manhattan Community College (BMCC) is a student success program that supports students receiving public benefits in achieving academic success, completing their degrees, and developing career readiness.

Established through a partnership between the City University of New York (CUNY) and the New York City Human Resources Administration (HRA), CUNY EDGE integrates academic advising, career development, and HRA coordination to promote student progress from admission through graduation.

Reporting to the Director, the Advisor is a key member of the CUNY EDGE team responsible for advancing the academic, professional, and personal growth of a diverse student caseload. The advisor provides individualized academic advisement, helps students navigate HRA and academic requirements effectively, and guides them toward transfer or employment opportunities. The advisor cultivates a welcoming environment where students feel seen, supported, and empowered to succeed from admission through graduation.

Other Duties

- Participate in staff meetings, professional development sessions, and program planning activities.
- Assist with data collection, grant reporting, and program assessment to strengthen outcomes and inform decision-making.
- Support the training and mentorship of student HRA fellows to promote professional growth and workplace readiness.
- Collaborate with faculty, student services, and external partners to enhance student engagement and retention initiatives.
- Contribute to the design and implementation of program materials, communications, and events that promote student success.
- Perform related duties as assigned.

Qualifications

- Minimum of a bachelor's degree from an accredited college or university in education, counseling, social work, public administration, or a related field.
- Minimum of two years' experience providing academic advisement, case management, or related student support services in higher education or human services.
- Demonstrated ability to provide mentorship and guidance that fosters student growth, confidence, and professional development, particularly among students from underrepresented backgrounds.
- Strong written and verbal communication skills, with demonstrated ability to document, report, and follow through on student engagement.
- Cultural competence and a trauma-informed approach to student advising.
- Ability to build rapport and trust with first-generation, low-income, parenting, and diverse student populations.
- Proficient in Microsoft Office Suite or similar software.

Preferred Qualifications

- Master's degree in higher education, counseling, social work, or public administration, or related field.
- Experience providing academic advisement or case management in higher education, preferably with diverse or underrepresented populations.
- Experience supporting, mentoring, or supervising student employment or fellowship programs.
- Knowledge of public-benefit systems and HRA verification processes.
- Experience advising students who receive public benefits or navigating HRA-related requirements.
- Familiarity with CUNY systems such as CUNYfirst, EAB Navigate, and the ability to apply data to monitor engagement, progress, and outcomes.
- Bilingual proficiency (Spanish preferred).