

| | |
|-----------------------|--------------------------------|
| Job Title | CUNY LEADS Advisor |
| PVN ID | BX-1807-002594 |
| Category | Administrative Services |
| Location | BRONX C. C. |
| Department | Disabilities |
| Status | Full Time |
| Salary | Depends on qualifications |
| Hour(s) a Week | 35 |
| Closing Date | Sep 11, 2018 (Or Until Filled) |

General Description

Job Title: CUNY LEADS Plus Advisor

PVN ID:

Category: Instruction and Social Service

Location: Bronx Community College

Department: Disability Services

Status: Full-time

Salary: Depends on qualifications

General Description:

CUNY LEADS Plus is a new service model program for neuro-diverse students at the City University of New York (CUNY). The services offered by this project will create an additional program beyond that of CUNY LEADS. This programmatic initiative will create a bundle of services and on-site support that will provide supported education in a higher education environment. The growing population of neuro diverse students at the university requires unique individualized as well as group services in order to meet their potential and achieve success. This new initiative is designed to provide those neuro-diverse students at CUNY with the necessary services in order to achieve academic success, work readiness and job placement skills necessary for employment and to facilitate successful employment outcomes.

This position reports to the Director of Disability Services.

The CUNY LEADS Plus advisor will be expected to:

- Design and develop curriculum to prepare neurodiverse students to succeed academically and enter the workforce utilizing strategies of adult learning.

- Create learning materials, and integrate basic skill learning strategies to aid in students' learning experiences.
- Conduct individual advisement and workshops on resume writing, interview preparation, advocacy, disclosure and other topics
- Develop and place students in internship and mentoring opportunities
- Assist with the provision of assistive technology and assessments as indicated.
- Provide monthly progress reports to ACCESS/VR
- Provide services in collaboration with college disability and career services offices, other college offices and outside agencies
- Build positive work relationships with internal staff and external stakeholders and industry
- Work collaboratively with CUNY LEADS Plus advisors at other campuses
- Attend CUNY LEADS monthly meetings and participate in centralized initiatives as appropriate

Other Duties

Complete other duties, as requested by supervisor.

Qualifications

Qualifications/Required Skillset:

- Demonstrated ability to work with individuals with disabilities preferably neurodiverse populations.
- Ability to design adult training programs.
- Must have excellent interpersonal, communication and organizational skills.
- Demonstrated ability to work independently and as part of a team, across different tasks and projects within the organization.
- Strong project management skills

Additional preferred skills and experience:

- Job placement experience with individuals with disabilities.
- Curriculum development experience.
- Knowledge the ADA.

Educational Requirements: Minimum of bachelor's degree. Master's degree preferred

