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<b>Job Title</b>	Advisor
<b>PVN ID</b>	CC-1901-002895
<b>Category</b>	Instruction and Social Service
<b>Location</b>	The CITY COLLEGE of NEW YORK
<b>Department</b>	CUNY EDGE
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 24, 2019 (Or Until Filled)

## General Description

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CUNY EDGE, formally known as COPE, serves CUNY students collecting public welfare benefits. CUNY has a 20 year relationship with the City's Human Resources Administration (HRA) to support public assistance recipients to attend CUNY, meet HRA work obligations, graduate in a timely manner, and find gainful employment. Collectively each year, the programs serve 4,800 students across 19 campuses.

CUNY EDGE is currently in the midst of a strategic planning process to revamp core programming to better support students on public assistance enrolled at CUNY. The new program model balances academic advising and personal supports with workforce preparation, leadership development, and community engagement while maintaining students' compliance with HRA regulations. This model blends elements of successful college completion programs with work opportunities, personal development, and academic excellence.

- Participates in the daily coordination of academic coaching and administrative activities of the program under management direction.
- Conducts individual, group and e-advising sessions for a caseload of up to 100 students.
- Supports the program's efforts to meet specific numeric goals around student retention, participation, persistence, graduation, and employment;
- Monitors students' engagement using the required data system(s).
- Monitors and reports attendance in classes, federal work study, supervised homework, and internships utilizing the required data systems.
- Conducts assessments, reviews student progress, including degree mapping and transition planning
- Completes HRA paperwork and liaise with HRA to address issues with the students' public assistance case (attendance, childcare, closed case, etc).
- Develops and maintains relationships with various College offices to improve student services.
- Facilitates personal and professional development seminar series;

- Works with students to address any issues impacting participation in program activities
- Identifies and refers students in need of additional psychological, financial, career or academic services
- Assist students in applying for internships, scholarships, and other opportunity programs;
- Supports student-centered events by reserving space, communicating with students, managing vendors, maintaining RSVP lists, setting up and creating a welcoming, supportive environment for students;
- Experience developing and managing partnerships and relationships; and
- Assist in student recruitment;

## Other Duties

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- Provides exceptional customer service;
- Serves as resource expert regarding program policies and procedures;
- Provides overall administrative support to program;
- Perform related duties as assigned.

## Qualifications

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- Bachelor degree required;
- Experience in an educational or social service program serving low-income students is preferred;
- Experience in a higher education setting is a plus;
- Excellent communication skills (written, oral and interpersonal);
- Proficiency using standard office computer programs, systems, survey tools, and databases;
- Ability to academically and personally counsel students and support them to meet their educational and work goals;
- Experience collecting, reporting, and using data to make strategic decisions;
- Proactive and flexible, with ability to establish plans and manage a varied workload, deadlines and conflicting priorities;
- Ability to work in a team while also handling individual day-to-day responsibilities independently;
- Ability to speak a language in addition to English a plus; and
- Ability to work some evenings and weekends preferred