
Job Title	Advisor-Career Specialist
PVN ID	CC-1902-002971
Category	Instruction and Social Service
Location	The CITY COLLEGE of NEW YORK
Department	CUNY EDGE
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Mar 28, 2019 (Or Until Filled)

General Description

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.

- Supports the program's efforts to meet specific numeric goals around student participation, persistence, graduation, and employment;
- Conducts individual and group career coaching sessions for students;
- Monitors students' engagement using the required data system(s).
- Monitors and reports attendance the HRA Fellowship Program, Federal Work Study, Supervised Homework, and internships utilizing the required data systems (Training Provider Timekeeping System (TPTS), Daily Timekeeping System (DTS), Database Management System (DMS) and Research Foundation payroll;
- Works directly with faculty, staff, and on-campus Fellowship placement sites to address attendance issues;
- Completes and collects HRA, college, and Research Foundation paperwork;
- Identifies on-campus placement sites for the HRA Fellowship program participants which includes creating and maintaining collaborations with other college offices;
- Works with students to address any immediate employment needs and to increase students' career-awareness, career-readiness, and networking skills, using an "intrusive" and developmental advisement model;
- Conducts assessments, reviews student progress, including career mapping and transition planning;

- Assist students in applying for internships, scholarships, and other opportunity programs;
- Participates fully in professional development opportunities;
- Conducts bi-weekly orientations for new students in the HRA Fellowship program and provides on-boarding workshops;
- Facilitates personal and professional development seminar series;
- Works with students to address any issues impacting participation in program activities;
- Supports student-centered events by reserving space, communicating with students, managing vendors, maintaining RSVP lists, setting up and taking down event, and creating a welcoming, supportive environment for students;
- Experience developing and managing partnerships and relationships; and
- Assist in student recruitment;

Other Duties

- Provide exceptional customer service;
- Provide overall administrative support to program;
- Perform other related duties as assigned

Qualifications

- Bachelor degree preferred or Associate degree with at least three years of experience preferably in an educational or social service program serving low-income students;
- Excellent communication skills (written, oral and interpersonal);
- Proficiency using standard office computer programs, systems, survey tools, and databases;
- 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