

Job Title	Advisor/Program Coordinator
PVN ID	HC-2109-004252
Category	Instruction and Social Service
Location	HUNTER COLLEGE
Department	CUNY EDGE
Status	Full Time
Annual Salary	\$50,000.00 - \$53,000.00
Hour(s) a Week	35
Closing Date	Nov 17, 2021 (Or Until Filled)

General Description

CUNY EDGE is the latest initiative borne of a 20+ year partnership between the City University of New York (CUNY) and the New York City Human Resources Administration (HRA) to support public assistance recipients enrolled in college. Launched in 2016, CUNY EDGE provides public assistance recipients enrolled at CUNY with a range of services, benefits, and supports so they achieve academic excellence, graduate on time, and find employment. Key components of the program include academic, personal, and professional advisement, personal development seminars, paid work experience, and public benefits case management assistance. Serving over 5,000 students across 19 campuses, CUNY EDGE is led by a Central Office team supporting over 80 staff at the campuses who provide direct services to students. Reporting into CUNY EDGE, this staff member will also be a key member in the Office of Student Affairs and called upon to support, and partner in general and specific student affairs projects and processes. For more information about CUNY EDGE, visit cuny.edu/cunyedge.

Other Duties

- Provide direct student services to support students to graduation;
- Conduct individual, group and e-advising sessions for a caseload of up to 100 students using an inclusive advisement model;
- Conduct assessments, review student progress, including degree mapping and transition planning;
- Complete HRA paperwork and liaise with HRA to address issues with students public assistance case (attendance, child care, closed case, etc.);
- Facilitate personal and professional development seminar series; coordinate with and publicize other workshop opportunities at the college;
- Conduct bi-weekly orientations for new students in the Fellowship Program;
- Work with student to address any issues impacting participation in program activities;

- Identify and refer students in need of additional psychological, financial, career or academic services;
- Coordinate with other campus programs;
- Support the recruitment of new students;
- Research and help students apply for internships, scholarships, and opportunity programs;
- Work closely with college leadership and the Central Office to ensure program quality;
- Participate fully in professional development opportunities;
- Provide exceptional customer service; and
- Perform related duties as assigned.

Qualifications

- Bachelor's degree and at least three years' relevant experience required, preferably in an educational or social service program serving low-income students;
- Ability to academically and personally advise students and support them to meet their educational and work goals;
- Experience developing and managing partnerships and relationships;
- Detail-oriented with strong organizational skills;
- Very strong communication skills (written, oral and interpersonal) required;
- Proficiency using standard office computer programs, systems, survey tools, and databases, Zoom and Microsoft Teams, intermediate and or advanced knowledge of Excel, CUNYfirst or PeopleSoft;
- Experience collecting, reporting, and using data to make strategic decisions;
- Proactive and flexible, with the 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.