

Job Title	Advisor
PVN ID	HC-2310-005944
Category	Instruction and Social Service
Location	HUNTER COLLEGE
Department	
Status	Full Time
Annual Salary	\$55,000.00 - \$62,000.00
Hour(s) a Week	35
Closing Date	Feb 16, 2024 (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 gainful 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 to the CUNY EDGE Director, 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 or <https://hunter.cuny.edu/students/student-affairs/student-services/cuny-edge/>.

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 and review student progress, including degree mapping and transition planning;
- Complete HRA paperwork and liaise with HRA to address issues with students' public assistance cases (attendance, child care, closed case, etc.);
- Facilitate personal and professional development seminar series; coordinate with and publicize other workshop opportunities at the college;
- Assist in the development and publishing of the Hunter College newsletter and online announcements;
- Assist in orientations for new students in the Fellowship Program;

- Work with students to address any issues impacting participation in program activities;
- Coordinate with other campus programs to refer students in need of additional psychological, financial, career, or academic services;
- Support the recruitment of new students;
- Work closely with college students struggling academically with an ability to develop unique advisement interventions;
- 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 other related duties as assigned.

Qualifications

Include, but are not limited to, the following:

- Bachelor's degree from an accredited institution in Education, Psychology, Counseling, Human Services, or a related field is required
 - At least three years of relevant experience is required, preferably in an educational or social service program serving low-income students (experience working in a postsecondary educational setting preferred)
 - Knowledge of the City University of New York (CUNY), including university policies and procedures, and passion for serving urban communities
 - Ability to academically and personally advise students and support them to meet their educational and work goals;
 - Holds a unique ethos towards the advisement model and sound approaches to serving college students
 - Experience developing and managing partnerships and relationships with various college support services, departments, faculty, and staff;
 - Detail-oriented with strong organizational skills;
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- Can produce ideas and behaviors that are creative and original;
 - Solid communication skills (written, oral, and interpersonal) required;
 - Proficiency in using standard office computer programs, survey tools, databases, Zoom and Microsoft Teams, Excel, Canva, Slack, and CUNYfirst;
 - Engaging and relatable with strong public speaking abilities
 - 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;
 - Knowledge of developing resumes and cover letters
 - Ability to go above and beyond to ensure program productivity;
 - Ability to problem solve with a strong sense of curiosity to find solutions;
 - 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;
 - Ability to work some evenings; and
 - Background similar to the population being served is preferred.

