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<b>Job Title</b>	Advisor
<b>PVN ID</b>	HC-2504-006811
<b>Category</b>	Instruction and Social Service
<b>Location</b>	HUNTER COLLEGE
<b>Department</b>	CUNY EDGE
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,000.00 - \$60,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 24, 2025 (Or Until Filled)

## General Description

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CUNY EDGE was launched in 2016 to support public assistance recipients enrolled at CUNY with academic, personal, and professional advisement, personal development seminars, paid work experience, and public benefits case management assistance. It serves over 5,000 students across 19 campuses, aiming to help students succeed academically, graduate on time, and secure employment. The program is a collaboration between CUNY and the New York City Human Resources Administration. For more information about CUNY EDGE, visit [cuny.edu/cunyedged](https://cuny.edu/cunyedged) or <https://hunter.cuny.edu/students/student-affairs/student-services/cuny-edge/>.

## Other Duties

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- Provide essential support services to guide students toward successful graduation
- Conduct individual, group, and online advising sessions for a caseload of up to 100 students, utilizing an inclusive advising model
- Evaluate and track student progress, including degree mapping and transition planning
- Complete HRA paperwork and collaborate with HRA to address issues related to students' public assistance cases (such as attendance, childcare, closed cases, etc.)
- Facilitate a series of personal and professional development seminars while coordinating and promoting additional workshop opportunities at the college
- Assist in creating and distributing the Hunter College newsletter and online announcements
- Support orientations for new students in the Fellowship Program
- Collaborate with students to address challenges affecting their participation in program activities
- Coordinate with other campus programs to refer students requiring additional psychological, financial, career, or academic services
- Contribute to the recruitment of new students
- Work closely with students experiencing academic difficulties, developing tailored advisement interventions

- Research and assist students in applying for internships, scholarships, and opportunity programs
- Collaborate with college leadership and the Central Office to ensure program quality
- Engage actively in professional development opportunities
- Deliver exceptional customer service
- Perform additional related duties as assigned

## Qualifications

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- A Bachelor's degree from an accredited institution in Education, Psychology, Counseling, Human Services, or a related field is essential
- A minimum of three years of relevant experience is necessary, preferably in an educational or social service program serving low-income students (experience in a post-secondary educational setting is advantageous)
- Familiarity with the City University of New York (CUNY), including its policies and procedures, alongside a passion for serving urban communities, including CUNYfirst, DegreeWorks, etc.
- The ability to academically and personally advise students, supporting them in achieving their educational and career objectives
- A strong commitment to the advisement model and effective strategies for serving college students
- Experience in building and managing partnerships and relationships with various college support services, departments, faculty, and staff
- Detail-oriented with exceptional organizational skills
- Capacity to generate creative and original ideas
- Strong communication skills (written, oral, and interpersonal) are essential
- Proficiency in standard office computer programs, survey tools, databases, Zoom, Microsoft Teams, Excel, Canva, and Slack
- An engaging and relatable personality with excellent public speaking skills
- Experience in collecting, reporting, and utilizing data for strategic decision-making
- Proactive and adaptable, capable of establishing plans and managing diverse workloads, deadlines, and competing priorities
- Knowledge of resume and cover letter development
- Commitment to exceeding expectations to ensure program productivity
- Strong problem-solving skills, driven by curiosity to find solutions
- Ability to work collaboratively in a team while independently managing daily responsibilities
- Proficiency in another language besides English is an asset
- Availability to work some evenings