
Job Title	CUNY EDGE Academic & Career Advisor
PVN ID	JJ-2206-004856
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	CUNY EDGE
Status	Full Time
Annual Salary	\$52,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Jul 12, 2022 (Or Until Filled)

General Description

CUNY EDGE, formerly known as COPE, is dedicated to promoting successful postsecondary outcomes for matriculated CUNY undergraduate students who receive cash assistance. As a partnership between CUNY and the NYC Human Resources Administration (HRA), the program provides students with services including advisement sessions, tutoring/tutoring referrals, job readiness seminars, as well as limited financial assistance in the form of tuition assistance and participation incentives. Through these activities, the program helps participants fulfill public assistance work requirements.

Currently operating at each CUNY senior and community college, EDGE seeks to increase retention, improve on-time graduation rates, and equip participants with the tools needed to be competitive in the job market. EDGE encourages students to advocate for themselves and access the diverse supports available to them at the university.

At John Jay College, the CUNY EDGE Academic & Career Advisor reports directly to the CUNY EDGE Program Director. CUNY EDGE is integrated with The Center for Careers and Professional Development.

- Provide direct student services and student outreach to support undergraduate students who receive public assistance
- Conduct in-person & virtual advising to students managing a caseload of about 100 using an “intrusive” and developmental advisement model;
- Facilitate and conduct workshops related to academic support, career exploration & experiential learning to address any immediate employment needs and to increase students’ career awareness, career readiness, and networking skills; Adhere to a career pathways model to ensure students are being prepared for “careers” versus “jobs”; Help students incorporate technology into their job search;
- Conduct assessments, and review student progress, including degree mapping and transition planning;
- Complete HRA paperwork and liaise with HRA staff to address issues with students’ public assistance cases (attendance, child care, closed case, etc.);
- Identify and refer students in need of additional psychological, financial, career, or academic services;
- Collaborate with campus-based programs, specifically the Career Center office, SEEK, ACE, UMI, and

the Wellness Center;

- Research and help students apply for internships, scholarships, and opportunity programs;
- Conduct excellent record keeping to assist the program director to provide analytical, quantitative, and qualitative reports to coincide with the program mission and complete data entry quickly and accurately;
- Research real-time labor market information to stay abreast of employment trends;
- Participate in professional development opportunities; and
- Performs related duties as assigned.

Qualifications

- Minimum Bachelor's degree preferred Masters 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 career goals;
- Very strong communication skills (written, oral and interpersonal) are required;
- 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 the ability to establish plans and manage a varied workload, deadlines, and conflicting priorities;
- Experience developing and managing partnerships and relationships;
- Detail-oriented with strong organizational skills;
- 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.

Other Duties

Currently operating on a hybrid work schedule; 70% in-person, 30% Virtual. This is subject to change pending university covid policies.

Qualifications
