

Job Title	CUNY EDGE Advisor
PVN ID	KB-2201-004496
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	Student Affairs
Status	Full Time
Annual Salary	\$48,000.00 - \$52,000.00
Hour(s) a Week	35
Closing Date	Jun 22, 2022 (Or Until Filled)

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## General Description

The CUNY EDGE program 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 4,400 students across 18 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.

### *Duties of the CUNY EDGE Advisor:*

- **Provide direct student services to support students to graduation**
- **Conduct individual, group and e-advising sessions for a caseload**
- **Conduct assessments, reviews student progress, and transition planning**
- **Complete HRA paperwork and liaise with HRA to address issues with public assistance cases**
- **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 Work Study program**

- **Work with student to address issues impacting participation in program activities**
- **Identify and refer students in need of additional psychological, financial, career or academic services;**
- **Coordinate activities and with other campus programs**
- **Engage in the recruitment of new students**
- **Assist students with applying for internships, scholarships, and opportunity programs**
- **Work closely with college leadership and the Central Office to ensure program quality;**
- **Participate in professional development opportunities**
- **Monitor and report attendance in classes, work, and internships**
- **Provide analytical, quantitative and qualitative reports to coincide with program mission and complete data entry quickly and accurately**
- **Provide exceptional customer service and**
- **Perform related duties as assigned**

## **Other Duties**

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## **Qualifications**

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- **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;**
- **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.**