
Job Title	Advisor
PVN ID	LA-2001-003463
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Student Affairs
Status	Full Time
Annual Salary	\$50,000.00 - \$56,000.00
Hour(s) a Week	35
Closing Date	Mar 09, 2020 (Or Until Filled)

General Description

CUNY EDGE is a partnership between the New York City Human Resources Administration (HRA) and the City University of New York. Matriculated students who receive cash assistance from HRA are eligible to participate in the program. CUNY EDGE provides structured, effective programming to help students complete their degree; encourages consistent enrollment in courses each semester and enrollment in intersession classes, as needed. CUNY EDGE connects students to work opportunities while in school and provide career development services for job placement after graduation. Advisor and other staff members lead a personal and professional development seminar series each semester to assist students with goal-setting, career development and self-advocacy.

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 “intrusive” and developmental advisement model. Conduct assessments, review student progress;
- 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;
- 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, specifically ASAP, SEEK and CD as needed;
- Research and help students apply for internships, scholarships and opportunities programs;
- Work closely with college leadership and the Central Office to ensure program quality;
- 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.

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;
- 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.