

<b>Job Title</b>	Advisor
<b>PVN ID</b>	LE-1812-002869
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	CUNY EDGE
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 29, 2019 (Or Until Filled)

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## General Description

### ***Background***

CUNY EDGE, formerly known as the COPE program, provides students with a range of services, benefits, and supports so that they succeed in college and in their careers. CUNY EDGE balances academic advising and personal supports with workforce preparation, leadership development, and community engagement.

This mission of CUNY EDGE is to help CUNY students who are receiving public assistance achieve academic excellence, graduate on time, and find employment. In its first year, CUNY EDGE served 4,900 students across 19 campuses.

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## Other Duties

### ***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 of up to 100 students using an “intrusive” and developmental advisement model;
- Monitor and report Classroom attendance using required data system(s) (Database Management System
- Conduct assessments, review student progress, including degree mapping and transition planning;
- 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 students 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 as needed to support student success
- Support the recruitment of new students;
- 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;
- 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.

## Qualifications

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### ***Qualifications***

#### ***Minimum Qualifications:***

- Bachelor's degree (Master's preferred) in an appropriate discipline and at least three years' relevant experience required, preferably in an educational or social service program serving low-income students;

The Ideal candidate will possess:

- Strong understanding of the needs and challenges facing students from diverse backgrounds
- Experience using CUNYFirst a plus
- Experience working in special programs
- Ability to academically and personally advise students and support them to meet their educational and work goals;
- Experience developing and managing partnerships and relationships;
- Strong organizational skills with the ability to pay attention to details;
- Very strong communication skills (written, oral and interpersonal);
- 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.