

Job Title	Career Advisor
PVN ID	LE-1906-003149
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	CUNY EDGE
Status	Full Time
Annual Salary	\$50,000.00
Hour(s) a Week	35
Closing Date	Mar 13, 2020 (Or Until Filled)

General Description

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

The 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.

Other Duties

- Develop work and career readiness curriculum;
- Facilitate personal and professional development seminar series including the HRA Fellowship Orientation;
- Identify on-campus placement slots for HRA Fellowship Program participants which includes creating and maintaining collaborations with other college offices;
- Administer career self-assessments;
- Complete and/or collect HRA, college, and Research Foundation paperwork
- Monitor and report attendance for HRA Fellowship Program utilizing the required data systems; Training Provider Timekeeping System (TPTS), Daily Timekeeping System (DTS), and Research Foundation payroll.
- Work with students to address any immediate employment needs and to increase students' career-awareness, career-readiness, and networking skills, using an "intrusive" and developmental advisement model; Adhere to a career pathways model to ensure students are being prepared for "careers" versus "jobs";

- Research real-time labor market information to stay abreast of employment trends;
- Help students apply for internships, scholarships, and opportunity programs;
- Help students incorporate technology into their job search;
- Assist in student recruitment;
- Complete data entry quickly and accurately;
- Provide exceptional customer service;
- Participate fully in professional development opportunities; and
- Maintain Student Files

Performs other related duties as assigned

Qualifications

- Bachelor's degree and at least three years' relevant experience required, preferably in an educational or social service program serving low-income students;
- Strong background in TANF, and HRA preferred;
- Ability to help students meet their educational and work goals;
- Experience developing and managing partnerships and relationships;
- Detail-oriented with strong organizational skills;
- Excellent communication skills (written, oral and interpersonal) and editing skills 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.