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<b>Job Title</b>	CUNY EDGE Director
<b>PVN ID</b>	LE-2208-005008
<b>Category</b>	Managerial and Professional
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$75,000.00 - \$80,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 03, 2023 (Or Until Filled)

## General Description

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### Background

Lehman College, of The City University of New York, ranks among the top five institutions in the nation for fostering social mobility. A four-year Hispanic-Serving Institution in the Bronx, Lehman offers bachelor's, master's, and advanced degrees and certificate programs in the Liberal Arts, sciences, and professions. The College's community-driven mission and notable academic programs attract a diverse, international enrollment of over 15,000 students who take courses on its 37-acre, tree-lined campus and online degree programs. Many thousands more community members benefit yearly from its active cultural, educational, health, and economic outreach programs and services.

The Lehman College Division of Student Affairs assists students with social, personal, and emotional development with the goal of encouraging intellectual and ethical growth through programs, initiatives, clubs, leadership activities, and various community events. The Division is comprised of five subgroups: 1) Student Transitions and Retention 2) Student Health, Wellness, and Inclusion 3) Leadership and Engagement 4) Career Exploration and Professional Development 5) Varsity Athletics, Intramurals, and the APEX. The division reports to the Provost and Senior Vice President for Student Success. CUNY EDGE is apart of the Student Transition and Retention subgroup.

CUNY EDGE is the latest initiative to support public assistance recipients enrolled in college during a twenty-year partnership between the City University of New York (CUNY) and the New York City Human Resources Administration (HRA). Launched in 2016, CUNY EDGE provides public assistance recipients enrolled at CUNY with a range of services, benefits, and supports so they achieve academic excellence, graduate on time, and find employment. Key components of the program include academic, personal, and professional advisement, personal development seminars, paid work experience, and public benefits case management assistance. Serving over 5,000 students across 18 campuses, CUNY EDGE is led by a Central Office team supporting over 75 staff at the campuses who provide direct services to students. For more information about CUNY EDGE, visit [cuny.edu/cunyedged](https://cuny.edu/cunyedged).

Lehman College seeks a dynamic CUNY EDGE Director who can strengthen and grow the program on

campus. Reporting to the Vice President for Student Affairs or his designee, the Director leads a team of an advisor, career specialist, and program assistant to serve a caseload of approximately 200 students each semester. This is a grant funded position, and the Director will be an employee of the Research Foundation of CUNY.

## Other Duties

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### Duties of the CUNY EDGE Director

#### Program Leadership

- Work closely with college leadership and the Central Office to ensure program quality
- Cultivate relationships and closely collaborate with other college departments including financial aid, the bursar, the registrar, counseling center, etc. to refer students, obtain student information, and receive referrals
- Collaborate with CUNY community college staff members to ensure a strong handoff for students transferring between the community and senior colleges
- Monitor budget and manage program funds effectively
- Lead and manage a team of three staff, providing professional development opportunities
- Serve as an expert regarding CUNY EDGE program policies and procedures at Lehman College
- Oversee and support program operations in a busy, fast-paced office
- Continuously improve program implementation
- Actively participate in Directors meetings, trainings, and Communities of Practice with staff at other CUNY EDGE campuses and the CUNY Central Office;
- Provide additional support in the day-to-day operations of CUNY EDGE.

#### Support Program Operations

- Student Support Services
  - Direct services to support students through to graduation and beyond including:
    - individual and group advising sessions for a caseload of up to 200 students using an “intrusive” and developmental advisement model,
    - individual student assessments,
    - HRA case, family, work, and academic issue resolution; and
    - personal, professional, and career development seminar series
  - Orient new and existing students to CUNY EDGE program and supports
  - Assist students with internships, scholarships, and opportunity program applications
  - Refer students to on-campus and off-campus resources and follow-up to ensure student success

#### Coordination and Compliance with HRA

- Prepare School letters and other HRA required documentation for students
- Liaise with HRA/Education Services Team to help students address HRA compliance issues

#### HRA Fellowship Program

- Conduct bi-weekly orientations for CUNY EDGE students who are newly assigned to participate in the HRA Fellowship Program
- Identify on-campus and/or off-campus placement slots for a caseload of approximately 50 students
- Provide job readiness assistance to students (resume review, interview prep, etc.), match students to appropriate placement slots and support students with any work-site related issues.
- Monitor students' attendance and complete data entry for HRA compliance and Research Foundation payroll.

## Qualifications

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- Bachelor's degree and at least four years' relevant experience required, preferably in an educational or social service program serving low-income students
- Advanced degree in a related field preferred
- Ability to academically advise students and support them to meet their educational and work goals
- Outstanding communication skills (written, oral and interpersonal) required
- Ability to work with multiple stakeholders in a fast-paced office
- Experience collecting, reporting, and using data to make strategic decisions for program and staff development purposes; and
- Proactive, creative, and able to develop innovative approaches and exercise sound judgment; can work under deadlines and adapt quickly to changing situations and priorities;
- Proficiency with Microsoft Word, PowerPoint, Excel, Outlook, Access, and web-based systems.