

Job Title	Academic/Career Advisor, CUNY Inclusive Economy Initiative
PVN ID	LE-2211-005237
Category	Managerial and Professional
Location	LEHMAN COLLEGE
Department	English
Status	Full Time
Annual Salary	\$81,712.00 - \$86,188.00
Hour(s) a Week	35
Closing Date	Jan 12, 2023 (Or Until Filled)

General Description

Lehman College–CUNY

The Office of Careers & Industry Partnerships (OCIP) at the City University of New York seeks Academic /Career Advisors to create career pathways and expand employment opportunities for students in New York's emerging industries.

You will work with Industry Employment Specialists to support a cohort of undergraduate students, connecting them with relevant internship or full-time opportunities in a selected industry.

The Academic/Career Advisor will advise students majoring in **the humanities, the performing arts, and the fine arts**. The Advisor will support majors by expanding internship initiatives to place students in paid internships and by developing employment opportunities in areas with high demand seeking to diversify their workforce, including but not limited to tech companies, media companies and news organizations, arts organizations, theaters, design and advertising firms, TV, film, and music studios, museums, galleries, non-profits, law firms, and state and local government. The Advisor will report to the Chair of the **Department of English** and will collaborate with the faculty, staff, and students of the nine departments in the School of Arts and Humanities at **Lehman College-CUNY**. The school offers majors in the following: **Africana Studies; Studio Art; Art History; Computer Graphics and Imaging; Animation; English; History; Journalism; Film and TV Studies; Media Communications Studies; Spanish; French; Italian; Latino Studies; Latin American and Caribbean Studies; Music; Multimedia Performing Arts; Theatre; Dance; and Philosophy**.

Build a Community:

- Provide both group and 1:1 activity designed to help students identify career goals, academic courses, and goal-oriented career opportunities
- Develop your cohort's identity as a peer network
- Help students plan for internships and other opportunities to build their experience in and exposure to workplaces

- Assess students' professional abilities and development at several points throughout the cohort.

Establish a Peer Network:

- Participate in CUNY-wide professional development and mentoring
- Collaborate between academic/career advisors and academic departments on insights from employers that might influence curricula and individual student progress.

Create Pathways:

- Identify barriers to student success within areas of study related to career goals
- Share information on student needs and connect them to supportive services and campus resources
- Expand student exposure to careers and the courses needed to prepare for them
- Coordinate programs to enhance job-seeking skills.

Portfolio Management:

- Create plans for your cohort's structure of programs, assessments, advising and referral activities
- Track progress, challenges and outcomes using state-of-the-art technology to measure success and make adjustments in real-time

About CUNY & OCIP

The City University of New York (CUNY) is the nation's largest urban public university and serves 275,000 degree-seeking students and 200,000 non-degree students across 25 campuses. The Office of Careers and Industry Partnerships (OCIP) at CUNY is responsible for mobilizing the university's unparalleled scale, assets and diverse talent to fuel inclusive economic prosperity.

OCIP is working to ensure that 1) CUNY graduates can launch or advance in sustaining careers of their choosing at salaries equivalent to their peers, 2) businesses can turn to CUNY to find the talent, services, and expertise they need to thrive, 3) faculty and staff come and stay at CUNY because the impact they can have on students' career trajectory is unparalleled and recognized, and 4) sustainable funding streams support proven interventions for bolstering student career success today and for years to come.

We encourage you to visit our job site to learn more about this position and apply on the RF Careers page.

To learn more about The Office of Careers & Industry Partnerships at CUNY, please visit: <https://www.cuny.edu/about/administration/offices/ocip/>

This program is funded through June 2024 and is subject to renewal.

Other Duties

Qualifications

MINIMUM QUALIFICATIONS

A baccalaureate degree is required.

We seek motivated, flexible and resourceful people who can gain the confidence of others in an advising environment and execute successful programs. You may have skills or experience including:

- Coursework or training related to adult development, including career development
- Academic or career advising and/or coaching
- Providing job-related services and adult basic skills training
- Understanding of academic programs, majors, and methods to assure students' successful progress
- Understanding the needs and practices of employers in recruitment and selection
- Comfort with technology to track programs and projects.

Please submit a C.V. and cover letter outlining your interest in the position.

CLOSING DATE

Review of applications will begin December 9, 2022.

PHYSICAL REQUIREMENTS

This position is located in a professional office environment and is currently hybrid, working 70% in person (7 days) in office and 30% remote (3 days) during every two-week payroll cycle. A laptop may be provided if needed to support working remotely.

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/Americans with disabilities act/E-Verify employer.