
Job Title	Educational Advisor/Case Manager
PVN ID	LE-2403-006176
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	School of Education - ILS/ALC
Status	Full Time
Annual Salary	\$50,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	May 07, 2024 (Or Until Filled)

General Description

The Adult Learning Center (ALC) at Lehman College seeks a dedicated Educational Advisor/ Case Manager to support ESOL/HSE adult students and community members in their educational and social needs. The advisor will be based at an ALC Literacy Zone @ MS244 for four days and one day on Lehman College's campus. Our Literacy Zones are placed in public schools near campus to assist adults with essential resources. This position offers a unique opportunity to impact the lives of underrepresented students and our community significantly.

Responsibilities:

As an Educational Advisor, you will:

- Act as a confidential case manager for adult students, including assessing academic and personal needs and assisting students in crisis or off-track with ALC program requirements
- Keep an updated case management log accessible to the Director
- Refer students to support services, academic and career advising, CUNY, and external resources to assist with issues, including legal services, academics, crisis support, wellness, and emotional support
- Create and share information and resources with ALC students, staff, faculty, and the Lehman community by hosting workshops and events
- Assist with program outreach, recruitment, information sessions, assessments, orientations, and goal setting for enrolled participants

As a Literacy Zone Case Manager, you will:

- Empower individuals and families (approximately 100 per year) to achieve self-sufficiency through intensive coaching (individual and/or small groups) on career, academics, and social services.
- Refer clients to community resources for support (health, finance, employment, education, etc.) and facilitate access to essential services (computer skills, transportation, childcare)
- Track progress and provide ongoing support
- Maintain case notes by documenting client's goals, outcomes, and goals using the ASISTS database

- Develop relationships and collaborate with local agencies and community organizations to provide clients and students with additional avenues to access resources and programs

About ALC:

The Lehman College Adult Learning Center (ALC) is a teacher-led direct-service project of the Institute for Literacy Studies (ILS). Our shared mission—advancing urban education—has profound significance for the schools, colleges, and community-based settings in our home borough of the Bronx. Four interrelated core values inspire and infuse our work: commitments to human capacity, social justice, the power of democratic communities, and transformative work for all persons.

We provide thoughtful, innovative instruction, individualized counseling, and a nurturing environment for learners aged 16 and older. Students enter our program with the hope that the ALC's essential programs comprising free classes for Adult Basic Education (ABE), High School Equivalency (HSE), and English for Speakers of Other Languages (ESOL), including career and college readiness, can provide them with a meaningful pathway toward qualitatively better lives and economic self-sufficiency. Our classes embed adult learning in real-life contexts to ensure everyone who enters our door has the skills to get a foothold and compete in the modern workplace.

Attributes of Lehman's Adult Learning Center staff members are:

- Experienced advising immigrant and underrepresented students with a strong understanding of student support and academic services in education.
- Informed about trends and issues facing immigrant, low-income, and first-generation college, underrepresented, and disadvantaged students in education.
- Experienced in analyzing problems and identifying solutions as a team.
- Demonstrated ability to work effectively with diverse constituencies, including urban students, faculty, and administrators.
- Performs other duties as assigned

Other Duties

- Perform other tasks as necessary to achieve service and programmatic goals.

Qualifications

- Bachelor's Degree with relevant experience, Master's Degree preferred
- Fluent in English and Spanish required
- Proficient in using major software programs for supporting office operations, including word processing, spreadsheets, presentations, publications, mailings, web and internet, email, and document retention and imaging
- Strong interest in adult literacy education or the non-profit sector
- Commitment to and experience with working in a collaborative work environment

POSITION HOURS

Full-time, in-person, 70 hours per bi-weekly pay period. General hours are 8 AM to 4 PM or 9 AM to 5 PM, Monday through Friday. From time to time, the role may require starting work earlier or finishing later (e.g., project deadlines, registrations, filling in for staff, etc.).