
Job Title	Advisor
PVN ID	ME-2001-003472
Category	Instruction and Social Service
Location	MEDGAR EVERS COLLEGE
Department	School of Professional & Community Devel
Status	Full Time
Annual Salary	\$42,000.00 - \$45,000.00
Hour(s) a Week	35
Closing Date	Mar 15, 2020 (Or Until Filled)

General Description

- Facilitate new start orientation, assessment and provide appropriate fellowship assignments to students in accordance with HRA & Research Foundation (RF) of CUNY procedures; ensuring participants' comprehension of the duties they will be expected to perform, along with work habits and attitudes that demonstrate professionalism.
- Maintain daily attendance of fellowship students and submit timekeeping information at the end of each week:
 - Disseminate, collect, review, approve and submit participants' weekly timesheets;
- Submit weekly timekeeping information to HRA via the Daily Timekeeping System (DTS);
- Input bi-weekly work hours via RF CUNY timekeeping system;
- Develop and ensure the continuous availability of fellowship opportunities in order to cultivate and sustain relationships with worksite supervisors and ensure a quality work experience for students.
- Comply with all record-keeping responsibilities, which include but are not limited to the following:
 - Creation and maintenance of participants' personnel files (which contain basic identifying information, resume, absence documentation, employment contracts, and evaluations.
 - Maintaining all time-keeping records supporting time posted for each participant.
 - Maintain up-to-date participant records, case notes, other supportive services information and prepare necessary reports in a timely and accurate manner.

Other Duties

- Provide regular feedback to participants about their performance through the completion of student and site evaluations.

- Promptly investigate any participant complain(s) and ensure him/her of a timely written response.
- Submit regular statistical and narrative reports as requested by immediate Supervisor and/or CUNY Central Office.
- Periodically attend meetings/trainings as convened by the HRA Fellowship Project Coordinator.
- Provide direct student services to support students to graduation.
- Conduct individual, group and e-advising sessions for the fellowship cohort using a developmental advisement model.
- Complete HRA paperwork and liaise with HRA to address issues with students' public assistance case (attendance, child care, closed case, etc..).
- Work with students to address any issues impacting participation in program activities.
- Performs related duties as assigned.

Qualifications

- A minimum of a Bachelor's degree, Master's degree preferred, and at least three years' relevant experience required, preferably in an educational or social service program serving a marginalized cohort.
- Ability to academically and personally advise students and support them to meet their educational and career goals;
- Experience developing and managing partnerships and relationships;
- Detail-oriented with strong organizational skills;
- Very strong communication skills (written, oral and interpersonal) 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 work some evenings and weekends as necessary.