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

## General Description

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- 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

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- 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

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- 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.