

<b>Job Title</b>	College Navigator
<b>PVN ID</b>	PS-2101-003813
<b>Category</b>	Instruction and Social Service
<b>Location</b>	CUNY SCHOOL OF PROFESSIONAL STUDIES
<b>Department</b>	CUNY School of Professional Studies
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$65,000.00 - \$65,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 18, 2021 (Or Until Filled)

## General Description

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CUNY SPS seeks a collaborative professional with experience in higher education or post-high school job training programs for a full-time College Navigator position. The College Navigator will support collaborations with training providers to provide program graduates with credential-based pathways into select CUNY SPS career-focused degree programs.

Reporting to the Experiential Learning Director, the College Navigator will guide prospective applicants from the partner organizations through the admissions process and will serve as a liaison to partner organizations. The College Navigator serves as the primary point of contact for questions about applying to CUNY SPS, including receiving college credit for industry-informed credentials and training provided by partner organizations. The College Navigator will work closely with the CUNY SPS offices of Academic Affairs, Experiential Learning, Advisement, Admissions, and Financial Aid to prepare graduates and alumni from partner organizations to successfully transition to CUNY SPS.

## Other Duties

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The College Navigator's responsibilities include, but are not limited to:

- Serving as the liaison to partner organizations regarding all aspects of the partnerships;
- Maintaining accurate records of credit awards for certification and training programs and communicating changes to CUNY SPS Experiential Learning Office;
- Assisting partner program participants and alumni in completing the CUNY SPS admissions process;
- Informing applicants about credit for prior learning opportunities and the transfer credit evaluation process for prior academic work;

- Continuing to support training program graduates upon transfer and throughout their first semester at CUNY SPS
- Ensuring that promotional materials including program webpage contain current and accurate information;
- Performing related duties as assigned.

## Qualifications

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### MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited institution
- Two years related experience with admissions, advising, or academic coaching in higher education or post-high school job training programs

### PREFERRED QUALIFICATIONS:

- Experience with the Blackboard LMS platform and experience taking—or teaching—fully online courses or seminars;
- Proficiency with Oracle PeopleSoft Campus Solutions and/or CUNYfirst
- Understanding of Ellucian Degree Works and/or degree audit systems
- Proficiency in Microsoft Office Suite including Advanced Excel and Powerpoint (or similar presentation software)
- Experience creating visual content for websites, flyers, presentations
- Excellent communication and presentation skills;
- Ability to work independently in a fast-paced environment and to take initiative in directing own work, as well as working efficiently and effectively with others.