
Job Title	CUNY Edge Advisement Specialist
PVN ID	QB-2204-004716
Category	Instruction and Social Service
Location	QUEENSBOROUGH C. C.
Department	CUNY Edge
Status	Full Time
Annual Salary	\$45,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Jun 13, 2022 (Or Until Filled)

General Description

The CUNY EDGE Program has had a 20+ year relationship with the City's Human Resources Administration (HRA) to support public assistance recipients attending CUNY Colleges, meet HRA obligations, graduate in a timely manner, and find gainful employment. Collectively each year, the programs serve 4,800 students across 19 campuses.

CUNY EDGE provides students with a range of services, benefits, and supports so they achieve academic excellence, graduate, and develop careers. Key components of the program include academic, personal, and professional advisement, personal and career development seminars, paid work experience. Along with leadership development, and community engagement.

Other Duties

Queensborough Community College is seeking an Advisement Specialist. The duties are:

- Provide direct student services to support students through graduation;
- Provide academic and career advisement to a case load of up-to-100 students monthly;
- Provide student follow-up and outreach for student for engagement;
- Conduct assessments, review student progress, including degree mapping and transition planning;
- Conduct individual, group and e-advising sessions using an "intrusive" and developmental advisement model;
- Facilitate/Co-facilitate academic, personal and career development seminars in the fall and spring semesters;
- Research and assist students apply for scholarships;
- Provide analytical, quantitative and qualitative reports to coincide with program mission and complete data entry quickly and accurately;
- Coordinate with other campus programs, specifically ASAP, College Discovery, Student Engagement and

the A.R.C programs as needed;

- Refer students in need of additional psychological, financial and other necessary services as needed;
- Collaborate with the Career Services;
- Research and assist students apply for internships, and volunteer opportunity programs;
- Develop and maintain summer internship and volunteer placement sites
- Monitor and report attendance in summer internships and volunteer placement sites;
- Manage the students enrolled the HRA Fellowship a component within the CUNY EDGE program;
- HRA Fellowship has a student case load up to 25;
- Conduct bi-weekly orientations for new students of the HRA Fellowship program;
- Conduct an intake workshop series with the incoming fellowship students;
- Identify on-campus placement slots for HRA Fellowship Program participants, which includes creating and maintaining collaborations with other college offices;
- Manage the HRA Fellowship Summer Engagement consisting of workshops, on campus work placement and internship placements
- Work with students to increase students' career-awareness, career-readiness, and networking skills. Adhere to a career pathways model to ensure students are being prepared for "careers" versus "jobs";
- Provide exceptional customer service;
- Complete HRA paperwork and liaise with HRA to address issues with students public assistance case (attendance, child care, closed case, etc.);
- Work with college leadership and CUNY EDGE Central Office to ensure program quality;
- Participate fully in professional development and training opportunities;
- Operate the data base systems for CUNY; (CUNY first, degree works and etc...);
- Operate and input into various data base systems for HRA (NYC Way, DTS and TPTS);
- Operate and input the CUNY EDGE central system to input student functions on a daily basis;
- Ability to work some evenings and weekends, as needed
- Perform related duties as assigned;

Qualifications

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- Bachelor's degree with at least three years of professional experience preferably a) in an educational or social service program serving low-income students; b) career development, c) human services
- Experience providing academically and personally advisement with students or with case management and outreach to support individuals to meet their educational and employment 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 maintaining individual day-to-day responsibilities independently;