
Job Title	CUNY Edge Advisement Specialist
PVN ID	QB-2212-005280
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	Feb 13, 2023 (Or Until Filled)

General Description

CUNY EDGE is the latest initiative in a 20+ year partnership between the City University of New York (CUNY) and the New York City Human Resources Administration (HRA) to support public assistance recipients enrolled in college. CUNY EDGE provides public assistance recipients enrolled at CUNY with a range of services, benefits, and supports so they achieve academic excellence, graduate on time, and find employment. Key components of the program include academic, personal, and professional advisement, personal development seminars, paid work experience, and public benefits case management assistance.

CUNY EDGE provides these services, benefits, and support so that students are prepared and able to succeed in college and their careers. CUNY EDGE balances academic advising and personal support with workforce preparation, leadership development, and community engagement.

We are currently searching for a highly motivated individual who will be able to provide academic support to students, both virtually and on campus.

You must have a passion for student success, a customer-service perspective, the ability to provide operational excellence in a fast-paced environment, and a desire for continuous improvement.

Other Duties

Student Advisement

- Support the program's vision of integrating academic and career advisement by providing comprehensive academic advisement and career support services
- Manage a caseload of CUNY EDGE students; track and review student contact on a monthly basis; maintain accurate academic and career development files; recommend appropriate action plans to promote and ensure student success
- Facilitate academic, personal, and career development seminars (virtual and in-person)
- Work with students to complete and submit HRA documentation

- Inform and refer students about internships, volunteer opportunities, and scholarships

Fellowship Program

- Identify and develop on-campus and off-campus placements for students participating in the Fellowship Program
- Match students with paid work placements based on majors, career interests, and experience
- Conduct orientations and intake workshops with participating students

Networking and Campus Resources

- Develop relationships and collaborate with college departments, programs, and offices, including Financial Aid, Bursar, Registrar, Counseling Center, Career Services, etc.
- Coordinate with other student success programs, including ASAP, College Discovery, and A.R.C. programs

Data Management and Reporting

- Monitor and document student participation in monthly program engagements, Fellowship Program participation, Federal Work Study, and internships, utilizing CUNY, CUNY EDGE, and HRA data systems
- Review and analyze student tracking and outcome data as a member of the CUNY EDGE team

Other

- Ability to work some weekends and evenings
- Perform other duties as assigned by CUNY EDGE Director

Qualifications

- Bachelor's degree with a minimum of three years of professional experience in either a) an educational or social service program serving low-income students; b) career development; and/or c) human services;
- Experience providing academic and personal 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 collaborations; strong relationship-management skills
- Detail-oriented with strong organizational skills; solutions-oriented
- Very strong communication skills (written, oral and interpersonal) required;
- Proficiency in using standard office computer programs, systems, survey tools, and databases;
- Experience collecting, reporting, and using data to make strategic decisions;
- Proactive and flexible, with the ability to establish plans and manage varied workload deadlines, and conflicting priorities;
- Ability to work in a team while also maintaining individual day-to-day responsibilities