
Job Title	CSTEP Student Success and Program Advisor
PVN ID	QB-2502-006723
Category	Managerial and Professional
Location	QUEENSBOROUGH C. C.
Department	Student Affairs/ CSTEP
Status	Full Time
Annual Salary	\$55,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Nov 02, 2025 (Or Until Filled)

General Description

The Collegiate Science and Technology Entry Program (CSTEP), established in 1986 by the New York State Education Department (NYSED), is a statewide initiative that supports economically disadvantaged college students pursuing careers in science, technology, engineering, and mathematics (STEM) as well as licensed professions such as law, psychology, accounting, massage therapy, and nursing.

CSTEP provides a wide range of services to help students thrive academically and prepare for professional success. These include personalized advisement, skill-building workshops, research and internship placements, and opportunities for civic engagement.

The Student Success and Program Advisor will play a vital role in advancing CSTEP's mission by advising students, coordinating academic and professional development activities, and supporting daily program operations. The ideal candidate will bring experience in student services, a collaborative spirit, and a commitment to empowering students in STEM and licensed professions.

Other Duties

- Provide academic advisement to a caseload of CSTEP students pursuing STEM and licensed professions
- Assist students in understanding degree requirements, academic policies, and aligning their course selections with educational and career goals
- Conduct regular student check-ins to monitor academic progress and address challenges or barriers
- Plan, coordinate, and facilitate student activities, workshops, and professional development events
- Support recruitment and retention efforts through outreach, relationship-building, and engagement strategies
- Maintain accurate, confidential student records and assist with required program reporting
- Prepare assessments and reports related to student progress, advisement, and program impact

- Coordinate student participation in statewide and regional conferences and support regional CSTEP committee activities
- Collaborate with faculty, staff, and external partners to expand academic and career opportunities for students
- Other duties as assigned

Employment Details:

- **Start Date:** Upon Hire
- **End Date:** June 30, 2026
- **Contract Renewal:** Annually, contingent on satisfactory performance and continued funding

To Apply:

Interested candidates should submit a resume and cover letter outlining their qualifications and experience

Qualifications

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- Bachelor's degree in Higher Education, Counseling, Psychology, or a related field
- Minimum of 3 years of experience in higher education, preferably in student services, academic advisement, or program coordination
- Strong organizational, communication, and event-planning skills
- Demonstrated ability to support diverse student populations and promote academic and professional growth

Preferred Qualifications:

- Master's degree in a related field
- Experience with grant-funded programs and compliance
- Knowledge of STEM education and related career pathways
- Familiarity with effective student engagement strategies in higher education
- Dynamic personality with excellent customer service and interpersonal skills
- Ability to work both independently and collaboratively as part of a team