

Job Title	CUNY LEADS PLUS ADVISOR
PVN ID	SI-2001-003487
Category	Instruction and Social Service
Location	COLLEGE OF STATEN ISLAND
Department	Center for Student Accessibility
Status	Full Time
Annual Salary	\$42,000.00 - \$52,000.00
Hour(s) a Week	35
Closing Date	Mar 22, 2020 (Or Until Filled)

General Description

CUNY LEADS Plus is a new service model program for neuro-diverse students at the City University of New York (CUNY). The services offered by this project will create an additional program beyond that of CUNY LEADS. This programmatic initiative will create a bundle of services and on-site support that will provide supported education in a higher education environment. The growing population of neuro diverse students at the university requires unique individualized as well as group services in order to meet their potential and achieve success. This new initiative is designed to provide those neuro-diverse students at CUNY with the necessary services in order to achieve academic success, work readiness and job placement skills necessary for employment and to facilitate successful employment outcomes.

This position reports to the Director of Disability Services.

The CUNY LEADS Plus advisor will be expected to:

- Design and develop curriculum to prepare neurodiverse students to succeed academically and enter the workforce utilizing strategies of adult learning.
- Create learning materials, and integrate basic skill learning strategies to aid in students' learning experiences.
- Conduct individual advisement and workshops on resume writing, interview preparation, advocacy, disclosure and other topics.
- Develop and place students in internship and mentoring opportunities.
- Assist with the provision of assistive technology and assessments as indicated.
- Provide monthly progress reports to ACCESS/VR.
- Provide services in collaboration with college disability and career services offices, other college offices and outside agencies.
- Build positive work relationships with internal staff and external stakeholders and industry Partners.
- Work collaboratively with CUNY LEADS Plus advisors at other campuses.
- Attend CUNY LEADS monthly meetings and participate in centralized initiatives as appropriate.
- Complete other duties, as requested by supervisor.

Research Foundation Grant
Student LEADS Support Specialist - 400027
Exempt

Other Duties

The College of Staten Island (CSI) is one of 11 senior colleges of The City University of New York and the only public college on Staten Island. CSI offers over 80 undergraduate programs and an array of graduate programs including doctoral programs both on-site and in participation with the CUNY Graduate Center. The College enrolls approximately 14,000 students and employs over 2,000 faculty and staff. Located on a 204-acre park-like campus that is minutes away from the cultural treasures of Manhattan, the CSI campus is the largest collegiate site in NYC. Fourteen neo-Georgian-style buildings house 300 classrooms, laboratories, instructional spaces, and study lounges, as well as department, faculty, and program offices. CSI boasts an advanced, networked infrastructure and is developing a high performance computing center that will support technology-based research, teaching, and learning throughout CUNY. The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Director of the Center for Student Accessibility, the CUNY LEADS PLUS specialist is responsible for the following:

- Assist academic counselors/advisors with students registered with the Center for Student Accessibility (CSA).
- Assist with the daily operation of CSA.
- Performs other duties as assigned by Supervisor.

Qualifications

- Demonstrated ability to work with individuals with disabilities preferably neurodiverse populations.
- Ability to design adult training programs.
- Must have excellent interpersonal, communication and organizational skills.
- Demonstrated ability to work independently and as part of a team, across different tasks and projects within the organization.
- Strong project management skills

Additional preferred skills and experience:

- Job placement experience with individuals with disabilities.
- Curriculum development experience.
- Knowledge the ADA.