

Job Title	Outreach and Advisement Specialist
PVN ID	VA-1802-002368
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Start
Status	Full Time
Annual Salary	\$48,000.00 - \$58,000.00
Hour(s) a Week	35
Closing Date	Apr 20, 2018 (Or Until Filled)

General Description

Background

CUNY Start and Accelerated Study in Associate Programs (ASAP) are two of CUNY's most successful programs. CUNY Start helps students prepare for college-level coursework and reduce or eliminate any remedial needs prior to starting credit-bearing courses. ASAP students are provided essential college supports to ensure high rates of college graduation. Both programs have demonstrated outstanding outcomes for their students.

CUNY Start has received a grant from the Conrad N. Hilton Foundation to serve transition aged youth from foster care who wish to pursue associate degrees at CUNY, but who have significant remedial needs in reading, writing, and/or math based on their CUNY Assessment Test scores. Known as the Foster Care Initiative ("FCI"), the grant supports the development of strategic partnerships with foster care agencies and the New York City Administration for Children's Services (ACS) to create a college success/ graduation pipeline for 325 college-bound foster care youth into CUNY Start and ASAP. In CUNY Start and ASAP, Foster Care students receive MetroCards, on-campus internships and other supports to ensure timely graduation from college. Along with creating a college success pipeline for youth from foster care, the lessons learned from the project's partnerships will be incorporated into CUNY Start's advisement curriculum and training protocol. The grant also includes a research and evaluation agenda led by CUNY's Office of Research, Evaluation, and Program Supports (REPS).

JOB DESCRIPTION

FCI is seeking an **Outreach and Advisement Specialist** ("OAS") to support FCI student recruitment, engagement and college retention. The OAS will lead efforts to expand recruitment to include non-traditional populations including students with High School Equivalency diplomas, and justice-involved youth by building new relationships with key stakeholders, such as legal advocates, community-based organizations, and foster care parents. The OAS will also lead efforts to coach project partners in the CUNY application/ enrollment

process and special programs opportunities (i.e. CUNY Start, Math Start and ASAP), and share college readiness strategies to support long-term college successes.

This is a temporary position and will end on June 30th.

Other Duties

Reporting to the Associate Director of CUNY Start/Math Start, the Recruitment and Outreach Specialist's responsibilities include, but are not limited to:

Outreach and Recruitment

- Communicate program information to prospective students with clarity, sensitivity, and professionalism;
- Conduct presentations and develop recruitment activities for high school counselors, legal advocates, foster care parents and community-based organizations that serve non-traditional populations;
- Work collaboratively with the FCI, CUNY Start and ASAP teams to conduct student outreach via phone, email, social media and special activities;
- Assist with assessing eligibility of prospective students;
- Work with the CUNY Office of Admissions, Financial Aid, and Testing to assist foster-care agency staff and youth connected to care in navigating CUNY enrollment matters;
- Maintain enrollment tracker and provide updates on student engagement outcomes;
- Collect and track student documentation, as appropriate.

Academic Advisement and Retention Support

- Provide academic and college success advice, general guidance, coaching, mentoring and career exploration support;
- Participate in campus and University meetings and training activities;
- Participate in executing the program's daily operations and logistics;
- Support pilot initiatives for student matriculation and transition to college;
- Facilitate student orientations and workshops;
- As appropriate, participate in student/ teacher/advisor conferences, providing feedback to students on their application needs, academic progress and program participation;
- Other duties, as appropriate.

Qualifications

The ideal candidate will possess the educational and professional qualifications appropriate to the advisor assignment as indicated below.

- Bachelor's degree required; Master's degree preferred;
- Teaching and counseling experience in adult education, developmental skills or related discipline strongly preferred AND/OR; Four years' experience advising, counseling, or coaching in an academic setting;

- Experience working with diverse populations;
- Strong written and interpersonal communication skills;
- Proactive and detail oriented with strong organizational skills;
- Ability to work effectively as an individual contributor and team member;
- Ability to receive and incorporate feedback quickly;
- Ability to respond in a flexible and supportive manner as an advisement team member;
- Ability to travel and work at multiple CUNY campuses and/or off-site locations throughout New York City in all five boroughs;
- Computer proficiency using standard academic, administrative and office software programs/applications, such as Microsoft Office; proficiency with CUNY First, Degree Works, Hobsons a plus.