
Job Title	Education Coach - Career Success Scholarship - Hollis Garden
PVN ID	VA-1903-002975
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Continuing Education & Workforce Develop
Status	Part Time
Hourly Rate	\$24.00-\$30.00
Hour(s) a Week	19.00
Closing Date	May 05, 2019 (Or Until Filled)

General Description

Mission

The CUNY Office of Continuing Education and Workforce Programs (CEWP) is dedicated to the mission of connecting academic pursuits with career competitiveness. CEWP works closely with industry to understand the skills required for the most in-demand jobs and trains CUNY students in those skills to prepare them for early and sustained career success. CEWP's spectrum of programs are designed to give students an advantage in the job market and help students advance in their careers after securing a job.

Career Success Scholarship Program:

CUNY's Career Success Scholarship supports formerly homeless tenants at HRA (New York City Human Resources Administration) master lease housing sites. Scholarship funds can be used towards job-training or degree programs at a CUNY campus or an approved non-CUNY school. Tenants must demonstrate that their chosen education program aligns with their education and career goals. Scholarship funds can cover up to 100% of all tuition not covered by financial aid. In addition, the scholarship can fund books, education materials, transportation costs, and exam fees. The Education Coach is responsible for recruiting eligible candidates for the Career Success Scholarship, advising candidates through the application process, administering the scholarship, and providing on-going support for scholarship recipients.

Other Duties

Reporting to the Senior Program Manager, the Education Coach will

- Provide outreach and educational counseling to tenants at HRA master lease sites.
- Lead orientation sessions at master lease sites in order to recruit new scholarship participants.
- Interview tenants about their education and career goals. Document tenants barriers and areas of strength.

- Research specific education programs that align with each tenant's goals.
- Help tenants complete program and scholarship applications.
- Support tenants individually and in groups, to ensure that tenants successfully complete their programs of study.
- Follow up regularly with tenants in person, by phone, and through email.
- Maintain case notes and input data to document all education contacts.
- Process all paperwork associated with the career success scholarship.
- Distribute and track MetroCards, laptops, and other benefits associated with the scholarship.
- Add new programs and businesses to the list of approved vendors.
- Communicate with external and internal partners on behalf of tenants and the program.
- Other duties as assigned.

Qualifications

Required Qualifications:

- An interest in the complexities faced by adult learners receiving public assistance, and the willingness to assist them in working through multiple barriers to enroll in and complete education programs.
- Flexibility in work schedule, location and duties. The program currently works with six of the 16 HRA master lease sites, located in Queens, Manhattan and the Bronx, and we are expanding. Willingness to travel and work in various locations is crucial.
- Excellent communication skills, written and verbal. Good basic technology skills including email, phone, text and internet searches. Sustained communication is key to being able to work with multiple stakeholders in a variety of locations.
- High school degree and four years' experience; OR bachelor's degree and one year experience.

Preferred qualifications:

- Ability to speak multiple languages (especially Spanish).
- Experience working with underserved populations, including formerly homeless individuals and veterans.
- Ability to work around tenant's availability. (Working tenants are often only available at nights or on weekends.)
- Experience in higher education (as a student and professionally).
- Having a car and a valid driver's license is helpful, but all locations can be reached by public transportation.

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.