
Job Title	Advisor, CUNY College Advising Corps
PVN ID	VA-2204-004720
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Part Time
Annual Salary	\$47,000.00
Hour(s) a Week	0.00
Closing Date	May 15, 2023 (Or Until Filled)

General Description

MISSION

CUNY's Office of K-16 Initiatives creates innovative pathways for young New Yorkers to envision and achieve success, by engaging strategic partners in confronting systemic educational inequities. We are excited to launch the newest College Advising Corps site. The mission of the College Advising Corps is to increase the number of low-income, first-generation college, and underrepresented high school students who enter and complete higher education. We accomplish our mission by delivering personalized, knowledgeable guidance on college admission, financial aid, and enrollment through program delivery models, including, in-school, hybrid, and virtual.

GENERAL DESCRIPTION

CUNY College Advising Corps is looking for recent college graduates with college advising experience who are community minded, equity driven, and committed to supporting students to enroll and matriculate through college. The CUNY College Advising Corps is a hybrid site, with some Advisors working daily at a high school and others in a hybrid environment, supporting students with both in-person work and virtual engagement.

This is a full time, salaried job with a minimum of a one-year commitment and high potential to extend. The position starts August 1, 2022.

Other Duties

ESSENTIAL DUTIES AND RESPONSIBILITIES

In-Person Advisors will work directly at a high school to support college and career planning and enrollment efforts. In-Person Advisors will work closely with school staff to support overall post secondary planning goals and determine how best to support the students. The In-Person Advisors schedule will match that of the

school, with some after-school hours to connect with students (approximately 9am - 5pm).

Hybrid Advisors will support two schools to engage their juniors in postsecondary planning. They will host in-person and virtual workshops and provide ongoing virtual support via texting and 1-1 meetings. The Hybrid Advisors will work a shifted day in order to have work hours during the school day and after school when students are more available for virtual 1-1 meetings (approximately 11am - 7pm). The Hybrid Advisor will work a few days monthly from the school setting, with other days located in the Office of K-16 Initiatives office and under CUNY policies for remote work.

All Advisors will collaborate closely with CUNY College Advising Corps central staff and receive ongoing supervision from the central team as well as from high school supervisors. They will have the the following responsibilities:

- **Advising students**
 - Work closely with school staff to advise students through college and career planning
 - Support postsecondary planning process at a school, including hosting workshops for students and families on themes like financial aid, career interests, and building a strong match college list.
 - Work 1-1 with students to prepare for and complete college, financial aid, program, and other related applications
- **Communication:**
 - Establish productive working relationships with principals, counselors, and teachers in assigned partner school
 - Provide professional, student-centered communication with students, families and school partners
- **Data Entry & Management:**
 - Provide timely data entry in the CAC GRACE database describing supports to students. Remain organized with data management for tracking weekly progress towards program goals.
 - Generate reports as requested by supervisors and school partners. Engage with Advisors to share helpful tools and best practices for data entry.
- **Team Engagement:**
 - Participate in regular CUNY CAC meetings and all trainings
 - Engage with colleagues by sharing helpful tools and best practices and problem-solving collective challenges to ensure high quality advising

Qualifications

Minimum Qualifications

- Graduated from CUNY with a Bachelor's Degree between 2019 and June 2022 with a college GPA of at least 3.0
- Previous participation as a College & Career Bridge for All coach and/or experience supporting first generation college students and students from underserved backgrounds to access college
- Commitment to values of equity and inclusivity, teamwork, community, growth, excellence, partnership and having fun
- Highly motivated and passionate about CUNY CAC and increasing opportunity for all students
- Exceptional interpersonal skills and a commitment to representing CUNY CAC with enthusiasm, warmth, and professionalism; experience working collaboratively and cooperatively
- The ability to thrive in a fast-paced, data-driven, collaborative environment

- Outstanding written and oral communication skills, including capacity to lead workshops and engage with students across multiple modalities.
- Eligible to work in the U.S.

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.

Compensation

\$47,000 annually with benefits including medical, dental, sick leave and paid time off. Significant training, mentoring, and professional development is provided to support building the skills necessary to be successful.