

Job Title	College and Career Advising Fellow
PVN ID	VA-2303-005457
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	K16 Initiatives
Status	Full Time
Annual Salary	\$53,000.00 - \$53,000.00
Hour(s) a Week	35
Closing Date	Jun 28, 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. CUNY College & Career Advising Fellows (CUNY CCAF) provides high quality college and career advising support to students at participating schools, ensuring they have personalized advising through their junior and senior years to develop and pursue a strong match postsecondary plan.

GENERAL DESCRIPTION

CUNY College & Career Advising Fellows is looking for recent college graduates - primarily from CUNY - with college advising experience who are community minded, equity driven, and committed to supporting students through the postsecondary planning process, including applying to college, career programs, completing career exploration activities and financial aid applications. **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, 2023.**

The majority of the Fellows will work directly at a high school to support college and career planning and enrollment efforts for juniors and seniors. Fellows will work closely with school staff to support overall post secondary planning goals and determine how best to support the students. The Fellows schedule will match that of the school, with some after-school hours to connect with students (approximately 8am - 4pm). There will be a few Fellows positions that will work in a hybrid capacity supporting multiple schools and/or working alternate hours to be available for virtual 1-1 meetings (approximately 11am - 7pm), in addition to working in person at schools. **All Advisors** will collaborate closely with CUNY College & Career Advising Fellow staff and receive ongoing supervision from the central team as well as from high school supervisors.

Other Duties

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other Duties

- **Advising students: (60%)**
 - Work closely with school staff to advise students through college and career planning
 - Support postsecondary planning process at a school, including creating and delivering classroom presentations and 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
 - Coordinate campus visits and other college/career exploration events
- **Communication: (15%)**
 - Establish productive working relationships with principals, counselors, and teachers in assigned partner school
 - Provide professional, student-centered communication with students, families and school partners
 - Utilize virtual tools (texting, social media, virtual meetings) to engage and support student progress towards post-secondary goals
- **Data Entry & Management: (10%)**
 - Provide timely data entry in the CCAF Grouptrail Enroll database describing student participation and outcomes. Remain organized with data management for tracking weekly progress towards program goals
 - Generate reports as requested by supervisors and school partners. Engage with other Advisors to share helpful tools and best practices for data entry
- **Team Engagement: (15%)**
 - Participate in regular CUNY CCAF 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

CORE COMPETENCIES/QUALIFICATIONS

Minimum Qualifications

- Graduated from CUNY with a Bachelor's Degree between 2020 and June 2023 with a college GPA of at least 3.0
- Eligible to work in the US
- Previous participation as a College & Career Bridge for All coach and/or experience supporting first

generation college students from underserved backgrounds to access college

Preferred Qualifications

- Commitment to team [values](#) of equity and inclusivity, teamwork, community, growth, excellence, partnership and having fun
- Exceptional interpersonal skills; 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

Physical Requirements

- This position is located in a professional office or school environment and is currently hybrid, working 70% in person (7 days) in office and 30% remote (3 days) during every two-week payroll cycle. Laptop may be provided if needed to support working remotely. In-Person advisors will be 100% in person at high schools.
- Ability to travel to High Schools and other CUNY sites as needed.

As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID 19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.

EEO

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. The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/Americans with disabilities act/E-Verify employer.

Compensation

\$53,000

How To Apply

Position open until March 15, 2023.