

Job Title	Program Associate, CUNY College and Career Advising Fellows
PVN ID	VA-2305-005619
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	K16 Initiatives
Status	Full Time
Annual Salary	\$58,500.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Jun 28, 2023 (Or Until Filled)

General Description

The Office of K16 Initiatives within the City University of New York (CUNY) creates innovative pathways for young New Yorkers to envision and achieve success, by engaging strategic partners in confronting systemic educational inequities. The CUNY College & Career Advising Fellows program recruits, trains, and places near-peer mentors to serve as college and career advisors at partner high schools across the city. Launched in August 2022, the CUNY College & Career Advising Fellows recruits, trains, and places recent CUNY graduates to serve as college and career advisors at partner high schools across the city. In our pilot year, we have a cohort of 15 full-time Fellows working in 10 schools, growing to 40 Fellows and 40 school partners in 3 years. We also have a cohort of part-time advisors working across approximately 20 schools.

GENERAL DESCRIPTION

Reporting to the Director of CUNY College & Career Advising Fellows (CUNY CCAF), the CCAF Program Associate works to increase access to individualized postsecondary advising in high schools. The Program Associate will be primarily responsible for overseeing program operations across our school-based advising programs. In addition, the Program Associate will coordinate the hiring, training, and ongoing support for our part-time advising program, College & Career Advisors (CCA). The Program Associate will also support CUNY CCAF leadership to implement the program's evaluation systems, communications, and staff and school recruitment. They will work closely with the Director to ensure Fellows and Advisors are supported, invested in and prepared to support students to pursue their college and career plans.

Other Duties

RESPONSIBILITIES

Program Operations (50%)

- Communications: Draft and send Fellow, Advisor, & school-partner newsletters & program-wide

communication systems

- Training Support: Support to set up CCAF + CCA training events, including event logistics, payment requests, and tracking attendance and training completion.
- Timesheets: Oversee Fellow & Advisor Timesheet Process
- Data Management: Support in managing and tracking accurate records in the Enroll database
- Staff Recruitment: Support with communications, coordination, and onboarding of new Fellows & Advisors
- School Recruitment: Support with communications, coordination, and onboarding of new School Partners

College & Career Advisors Program Coordination (40%)

- Oversee hiring & onboarding process for part-time advisors
- Coordinate training for part-time advisors and facilitate monthly training sessions
- Create weekly newsletters featuring helpful resources, program accountability, and answers to questions from near-peer mentors
- Collaborate on program evaluation and best practice analysis to inform program design
- Support Advisors and School Partners to develop strong working partnerships and resolve conflicts

Support Program Quality, Development and Growth (10%)

- Collaborate on pre-college advising efforts across programs within K-16 Initiatives
- Utilize program evaluation systems to assess impact and areas for improvement
- Other duties as assigned

Qualifications

Minimum Qualifications

- Associate's degree required
- 1+ years of experience in college advising and positive youth development practices, with progressive project management responsibilities
- Commitment to [program values](#) of equity and inclusivity, teamwork, community, growth, excellence, partnership and having fun.
- Experience working collaboratively and cooperatively with a diverse community of students, staff, and external constituents
- Proficiency in Google and Microsoft suite of programs & otherwise digitally literate and proficient

Preferred Qualifications

- Experience with group facilitation
- Experience in and commitment to youth leadership and college access/persistence for students traditionally underrepresented in college
- Experience attending and/or working with NYC DOE public schools
- Experience with data collection and analysis, and database management to support effective program operations and program evaluation
- Previous experience with College & Career Bridge for All or similar programs

Physical Requirements:

This position is located in a professional office environment and is currently hybrid, working 70% in person (7 days) in office and 30% remote (3 days) during every two-week payroll cycle. A laptop may be provided if needed to support working remotely.

HOW TO APPLY:

Position open until filled; apply by June 1 for priority consideration. Goal start date of July 1, with flexibility for the right candidate.

Contact deborah.steinberg@cuny.edu with questions.