

Job Title	College & Career Advising Fellow
PVN ID	VA-2401-006078
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of K16 Initiatives
Status	Full Time
Annual Salary	\$50,000.00 - \$53,000.00
Hour(s) a Week	35
Closing Date	Jul 09, 2024 (Or Until Filled)

General Description

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.

CUNY College & Career Advising Fellows is looking for recent college graduates - primarily from CUNY - with near-peer mentoring 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 2-year fellowship is a full-time position, beginning August 1, 2024.

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 postsecondary 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).

All Fellows 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. They will have the following responsibilities, but are not limited to:

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, teachers, parent coordinators, and other staff 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 and maintain an accurate roster 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

Minimum Qualifications

- Graduated from CUNY with a bachelor's Degree between 2022 and June 2024 with a college GPA of at least 3.0
- Eligible to work in the US
- Previous experience as a near-peer mentor supporting first generation college students from underserved backgrounds to access college and career pathways (for example, as a Bridge Coach or Peer Mentor)

Preferred Qualifications

- Commitment to team values of equity and inclusivity, teamwork, community, growth, excellence, partnership and having fun and willingness to engage in an ongoing professional learning community
- 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.

How To Apply

Please submit a resume and cover letter. Priority applications are due March 15. The final application deadline is April 15.