



Job Title	CUNY College & Career Advising Fellows, Program Manager
PVN ID	VA-2403-006192
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Full Time
Annual Salary	\$72,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	May 24, 2024 (Or Until Filled)

General Description

MISSION

The Office of K-16 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. 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 had a cohort of 15 Fellows working in 10 schools, growing to 40 Fellows and 40 school partners in 3 years.

GENERAL DESCRIPTION

Reporting to the Director of CUNY College & Career Advising Fellows (CUNY CCAF), the CUNY College & Career Advising Fellows Program Manager works to increase access to individualized postsecondary advising in high schools. The CUNY CCAF Program Manager will collaborate with the CUNY CCAF Director to develop and implement program training for new and returning Fellows, provide support and feedback to Fellows, and manage relationships with school partners. The Program Manager will also support the CUNY CCAF Director to implement the program's growth plan, evaluation systems, program-wide systems and communications, and new Fellow recruitment. They will work closely with the Director to ensure Fellows are supported, invested in and prepared to support students to pursue their college and career plans.

Other Duties

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Manage training and professional development of CUNY College & Career Advising Fellows (25%)**

- Coordinate planning and implementation of 4-week pre-service training each August to ensure CUNY CCAF Fellows are prepared to oversee postsecondary planning, college/career application, and financial aid processes at partner high schools
- Coordinate planning and implementation of monthly professional development sessions for Fellows throughout the school year
- Connect Fellows to external professional development opportunities and networks
- Stay up to date on policy changes, trends, and resources in the field of college and career advising and financial aid
- Maintain resource bank and curriculum tools for Fellows to use in school sites
- **Manage a caseload of CUNY College & Career Advising Fellows (25%)**
 - Serve as main point of contact for 16 CUNY College & Career Advising Fellows
 - Meet regularly with Fellows to provide ongoing support, professional development, feedback, and assess progress towards student support goals
 - Support CUNY CCAF Fellows to resolve issues with school partners
- **Manage school engagement (20%)**
 - Serve as main point of contact for 16 school partners, including school visits and meetings with school teams
 - Support with school partner recruitment and program engagement
- **Support program operations, development and growth (25%)**
 - Support the recruitment and hiring of CUNY CCAF Fellows
 - Utilize program evaluation systems to assess impact and areas for improvement
 - Support the management of program structures, systems, and communications
 - Collaborate on pre-college advising efforts across programs within K-16 Initiatives
 - Other duties as assigned
- **Other Duties as Assigned (5%)**

Qualifications

Minimum Qualifications

- Bachelor's degree required
- 2-4 years experience in postsecondary advising, matriculation, and near-peer programs, with progressive program management responsibilities and leadership (including part-time work)

Preferred Qualifications

- Experience in and commitment to youth leadership and college access and persistence for students traditionally underrepresented in college
- Commitment to team [values](#) of equity and inclusivity, teamwork, community, growth, excellence, partnership and having fun
- Experience with group facilitation and staff supervision, strong written and verbal communication skills, and high level of creative problem solving

- Experience working collaboratively and cooperatively with a diverse community of staff, partners, and external constituents
- Experience with data collection and analysis and database management to support effective program operations and program evaluation
- Proficiency in Google and Microsoft suite of programs & otherwise digitally literate and proficient
- Experience attending and/or working with NYC Public Schools

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

Apply by April 5th for priority consideration. Goal start date of June 17, 2024 with flexibility for the right candidate. Contact ccaf@cuny.edu with questions.