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<b>Job Title</b>	CUNY College & Career Advising Fellow
<b>PVN ID</b>	VA-2502-006708
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	CUNY K16 Initiaitives
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$56,135.00 - \$56,135.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 12, 2025 (Or Until Filled)

## General Description

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### MISSION

CUNY's Office of K16 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 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, salaried position, beginning August 1, 2025.

## Other Duties

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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).

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:

- **Advising students:**
  - 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:**
  - 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:**
  - 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 monthly 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:**
  - 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

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### Minimum Qualifications:

- Graduated from college with a Bachelor's Degree between 2023 and June 2025 with a college GPA of at least 3.0
- 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
- 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)
- Eligible to work in the US

### Preferred Qualifications:

- Outstanding written and oral communication skills, including capacity to lead workshops and engage with students across multiple modalities
- Exceptional interpersonal skills; experience working collaboratively and cooperatively
- The ability to thrive in a fast-paced, data-driven, collaborative environment

Finalists for the position will be invited to an in-person 2-hour group interview, to be held on Tuesday April 22 or Wednesday April 23 in midtown Manhattan.

**COMPENSATION:** \$56,135 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.

**HOW TO APPLY:**

Please upload a cover letter and resume through the RFCUNY portal. Applications are due April 4.

**Want to learn more?** Please fill out [this Interest Form](#) to let us know you're interested. You can also sign up to attend a virtual information session on [February 25](#) or [March 12](#). If you have further questions about the position or the process, please email [CCAF@cuny.edu](mailto:CCAF@cuny.edu).