
Job Title	CUNY College & Career Advisers, Program Manager
PVN ID	VA-2507-006933
Category	Research
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	K-16
Status	Full Time
Annual Salary	\$72,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Aug 04, 2025 (Or Until Filled)

General Description

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 the 2025-2026 school year, we will support a cohort of 45 Fellows working across 45 schools in New York City.

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

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.

HOW TO APPLY:

Position open until filled; apply by July 28 for priority consideration. Please apply via the RF CUNY Portal. Contact deborah.steinberg@cuny.edu with questions.

Other Duties

Manage hiring, training and professional development of CUNY College & Career Advisors

- Coordinate recruitment and selection of CUNY CCAs
- Coordinate planning and implementation of pre-service training each September to ensure CUNY CCAs 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 Advisors throughout the school year

Manage a caseload of CUNY College & Career Advisors

- Serve as main point of contact for 20-25 CUNY College & Career Advisors
- Meet regularly with Advisors to provide ongoing support, professional development, feedback, and assess progress towards student support goals
- Support CUNY CCAs to resolve issues with school partners

Manage school engagement

- Serve as main point of contact for 20-25 school partners, including school visits and meetings with school teams
- Support with school partner recruitment and program engagement

Support program operations, development and growth

- 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

Perform special projects and other duties as assigned

Qualifications

Minimum Qualifications

- Bachelor's degree required
- 2-4 year's experience in postsecondary advising, matriculation, and near-peer programs, with progressive program management responsibilities and leadership (including part-time work)
- Proficiency in Google and Microsoft suite of programs & otherwise digitally literate and proficient

Preferred Qualifications

- Experience in and commitment to youth leadership and college & career 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
- Experience attending and/or working with NYC Public Schools

Work Environment and Physical Requirements

- This position is based in a professional office environment and follows a hybrid work schedule: 70% in-person (7 days) and 30% remote (3 days) during each two-week payroll cycle
- A laptop and other necessary equipment may be provided to support remote work
- While performing these duties, the employee may be required to:
 - Sit for extended periods
 - Use a computer and other office equipment
 - Occasionally lift or move items up to 20 pounds

Reasonable accommodations will be provided to individuals with disabilities or other needs in accordance with RFCUNY policies and applicable laws.

Ability to travel to other CUNY sites as needed.