Job Title	EOC College Advisor, College Connections Project (TRIO)
PVN ID	BM-1910-003319
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	MEOC
Status	Full Time
Annual Salary	$45,000.00 - $50,000.00
Hour(s) a Week	35
Closing Date	Mar 31, 2020 (Or Until Filled)

General Description

College Connections Project (CCP) is a federally funded TRIO Educational Opportunity Center program that is administered by the Borough of Manhattan Community College. The program is located at the Manhattan Educational Opportunity Center in Harlem, NY. CCP provides comprehensive college access services to 1000 New York City adults age 19+, annually. The program's mission is to empower nontraditional students to seek higher education.

Position Summary

The ideal candidate has experience advising/counseling students through the college admissions process and can guide students through every facet of it. He/she must also possess excellent communication (oral and written) and interpersonal skills, proven ability to interact with a diverse range of individuals both in person and over the phone, applying tact and discretion as situations demand.

Job Responsibilities

Core Duties

- Provide onsite and offsite counseling to TRIO EOC participants on the college admissions process including revision of essays, college selections, college major choices, and college enrollment.
- Assist participants in completing financial aid applications (FAFSA and TAP, Loans, etc.), and financial aid verification requirements and troubleshoot participants' technical issues by contacting college administrators and seeking out appropriate information and guidance.
- Seek, establish and support partnerships with external organizations that will help to sustain and increase the number of TRIO EOC participants.
- Provide onsite and offsite small-group and large-group presentations on college admissions and financial aid topics.

Other Duties

Additional Duties

- Recruit participants through various outreach activities, including open houses, community and college fairs, email marketing, and other advertising campaigns.
- Maintain accurate records of student progress and program activities.
- Coordinate the student intake process to ensure compliance with TRIO EOC program.
- Ensure confidentiality of participant records in accordance with the City University and State University of New York policies and procedures.
- Remain current on the latest trends in college access and success.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties or job may change over time in accordance with the ongoing needs of the program.

Qualifications

Minimum Qualifications

Bachelor's degree in Human Service, Social Work, School Counseling, Education or related major with a minimum three years of experience in college access, adult education, youth development or a related field.

- Experience in completion of the CUNY, FAFSA and TAP applications
- Possess extensive writing support experience for college admissions essays
- Strong presentation and problem solving skills
- Commitment to the educational advancement of low-income individuals
- Passion for college access and college success work or a willingness to learn
- Collaborative and empathetic attitude
- Comfortable traveling and conducting offsite counseling sessions and workshops
- Possess the ability to adapt to changing environments
- Night and weekend hours required
- Spanish fluency

Preferred Qualifications

- At least 5 years of college advising experience
- Extensive knowledge of the college admission including CUNY, SUNY and Private College Admissions as well as financial aid processes including the student loan applications, NSLDS, GI Bill, and the CSS Profile.
- Has collaborated successfully in a multilingual and multicultural environment with immigrant and native-born student populations alike.
- Has knowledge of student barriers to post-secondary success and knows how to navigate through them or experience overcoming barriers similar to the targeted population.