

<b>Job Title</b>	COPE Advisor
<b>PVN ID</b>	QB-1608-001364
<b>Category</b>	Instruction and Social Service
<b>Location</b>	QUEENSBOROUGH C. C.
<b>Department</b>	Student Affairs
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$35,000.00 - \$40,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 30, 2016 (Or Until Filled)

## General Description

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Queensborough Community College is located on a 37-acre campus in Bayside, Queens, New York.

The College offers liberal arts and science associate degree programs as well as career and pre-professional certificate courses. The College's transfer programs are designed for students who plan to continue their studies at a four-year institution. Queensborough has 16,000 degree students enrolled, with more than 70 percent of students transferring to senior colleges or universities.

The College Opportunity Program to Prepare for Employment (COPE) serves CUNY students collecting public welfare benefits. CUNY has a 20 year relationship with the City's Human Resources Administration (HRA) to support public assistance recipients to attend CUNY, meet HRA work obligations, graduate in a timely manner, and find gainful employment. Collectively each year, the programs serve 4,800 students across 19 campuses.

COPE is currently in the midst of a strategic planning process to revamp core programming to better support students on public assistance enrolled at CUNY. The new program model balances academic advising and personal supports with workforce preparation, leadership development, and community engagement while maintaining students' compliance with HRA regulations. This model blends elements of successful college completion programs with work opportunities, personal development, and academic excellence.

## Other Duties

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- **Provide direct student services to support students to graduation;**
- Provide academic and career guidance;

- Conduct individual, group and e-advising sessions using an “intrusive” and developmental advisement model;
- Conduct assessments, review student progress, including degree mapping and transition planning;
- Complete HRA paperwork and liaise with HRA to address issues with students public assistance case (attendance, child care, closed case, etc.);
- Facilitate/Co-facilitate educational and development workshop series;
- Conduct bi-weekly orientations for new students in the Work Study program;
- Refer students in need of additional psychological, financial and other necessary services;
- Collaborate with the Career and/or Academic Service Offices;
- Coordinate with other campus programs, specifically ASAP, CD, Student Engagement and Single Stop as needed;
- Support the recruitment of new students;
- Research and assist students apply for internships, scholarships, and opportunity programs;
- Work with college leadership and COPE Central Office to ensure program quality
- Participate fully in professional development opportunities;
- **Monitor and report attendance in classes, work, and internships;**
- Identify on-campus placement slots for HRA Work Study Program participants which includes creating and maintaining collaborations with other college offices;
- Work with students to increase students’ career-awareness, career-readiness, and networking skills. Adhere to a career pathways model to ensure students are being prepared for “careers” versus “jobs”;
- Provide exceptional customer service;

Perform related duties as assigned;

Ability to work some evenings and weekends, as needed.

## Qualifications

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- Bachelor's degree and at least three years' relevant experience required, preferably in an educational or social service program serving low-income students;
- Ability to academically and personally advise students and support them to meet their educational and work goals;
- Experience developing and managing partnerships and relationships;
- Detail-oriented with strong organizational skills;
- Very strong communication skills (written, oral and interpersonal) required;
- Proficiency using standard office computer programs, systems, survey tools, and databases;

- Experience collecting, reporting, and using data to make strategic decisions;
- Proactive and flexible, with ability to establish plans and manage a varied workload, deadlines and conflicting priorities;
- Ability to work in a team while also handling individual day-to-day responsibilities independently.