



Job Title	CUNY EDGE - Program Coordinator
PVN ID	BA-2409-006474
Category	Administrative Services
Location	BARUCH COLLEGE
Department	Starr Career Development Center
Status	Part Time
Hourly Rate	\$25.00-\$30.00
Hour(s) a Week	0.00-20.00
Closing Date	Nov 25, 2024 (Or Until Filled)

General Description

CUNY EDGE is the latest initiative in a 20+ year partnership between the City University of New York (CUNY) and the New York City Human Resources Administration (HRA) to support public assistance recipients enrolled in college. Launched in 2016, CUNY EDGE provides public assistance recipients enrolled at CUNY with a range of services, benefits, and supports so they achieve academic excellence, graduate on time, and find employment. Key components of the program include academic, personal, and professional advisement, personal development seminars, paid work experience, and public benefits case management assistance.

CUNY EDGE provides these services, benefits, and support so that students are prepared and able to succeed in college and their careers. CUNY EDGE balances academic advising and personal support with workforce preparation, leadership development and community engagement.

We are currently searching for a highly motivated individual to provide overall administrative and student support to the program and perform related duties as assigned. The Program Coordinator is a part-time position and will report directly to the Director of CUNY EDGE at Baruch College.

Other Duties

- Supports the program's efforts to meet specific numeric goals around student participation, persistence, retention, graduation, and employment;
- Tracks and records student academic outcomes and submits programmatic data on a regular basis;
- Completes and collects HRA and CUNY Research Foundation paperwork;
- Closely collaborates with other college departments including financial aid, the bursar, the registrar, counseling center, career center to obtain student information and coordinate student supports and referrals;
- Manages virtual "front desk" during CUNY EDGE online office hours;
- Collaborates on, creates content for, and facilitates CUNY EDGE workshops, including orientations, self-

- advocacy skills, effective communication strategies, etc.;
- Participates in program meetings, events and other activities, as needed;
- Manages the CUNY EDGE newsletter including content development and distribution
- Provides superb customer service to students, staff, and other college departments;
- Participates fully in professional development opportunities;

Qualifications

- Bachelor's degree and at least one year of related work experience
- Experience in advising, counseling, or career services in a higher education environment preferred;
- Experience in workshop development and facilitation;
- Excellent communication skills (written, oral and interpersonal);
- Experience creating student-facing informational/marketing content using platforms such as Canva and Adobe
- Strong interpersonal skills and knowledge of institutional barriers that prevent some populations from accessing resources;
- Flexibility and ability to adapt to diverse environments and effective communication skills across differences;
- Detail-oriented with strong organizational and technological skills;
- Proficiency using standard office computer programs, systems, survey tools, and databases including proficiency in Excel;
- Ability to maintain confidentiality of student records, as appropriate;
- Ability to work under deadlines, with changing priorities;
- Familiarity with a variety of virtual meeting software (Zoom and Microsoft Teams);
- Ability to handle day-to-day responsibilities independently and to problem solve;
- Knowledge of HRA and CUNY systems/platforms preferred: CUNYFirst, Degreeworks, Navigate and more.