

---

<b>Job Title</b>	Junior College Advisor, College Connections Project (TRIO)
<b>PVN ID</b>	BM-1609-001399
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BOROUGH OF MANHATTAN C. C.
<b>Department</b>	MEOC
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$37,000.00 - \$43,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 19, 2016 (Or Until Filled)

## General Description

---

**Position Summary:** The Manhattan Educational Opportunity Center, a BMCC-administered adult education center on 125<sup>th</sup> Street, seeks a Junior College Advisor for the College Connections Project (CCP). The CCP provides comprehensive college access services to New York City adults age 19+. The CCP aims to inspire, motivate, and empower non-traditional adult students to seek higher education. The CCP is a federal TRIO Educational Opportunity Center (EOC) project funded by the US Department of Education. The College Advisor will work with participants on meeting the four objectives of TRIO EOC programs: (1) earning a secondary school diploma or its equivalent (for those without such a credential); (2) completing a college application; (3) completing financial aid applications; and (4) enrolling in postsecondary education. The Junior College Advisor must be able to prioritize effectively and multi-task in order to achieve the goals of the CCP. The Junior College Advisor reports to the MEOC Coordinator of Strategic College Initiatives, and the Senior College Advisor.

### Job Responsibilities:

- Counsel participants on college admission requirements, selecting colleges to which to apply, considering college majors, and navigating college enrollment processes, especially at CUNY and SUNY Empire State College.
- Assist participants in completing college applications, financial aid applications, and financial aid verification requirements in one-on-one meetings and small group settings; troubleshoot participants' technical issues by contacting college administrators and seeking out appropriate information and guidance. Provide college application fee waivers to eligible participants.
- Facilitate college-planning workshops, including Financial Aid and CUNY Assessment Test Preparation workshops. Edit workshop materials.
- Recruit participants through outreach activities, including visits to MEOC classrooms, partnership building with adult-serving organizations, email marketing, and advertising campaigns.
- Design and edit marketing materials for presentations and outreach activities.

- Maintain records of participant progress and program activities.
- Work collaboratively with MEOC staff and staff from partner organizations to publicize CCP services and ensure participant success; follow-up with participants to ensure participant success in reaching milestones.
- Build positive relationships with college admission representatives.
- Participate in professional development activities.
- Ensure confidentiality of participant records in accordance with the City University and State University of New York policies and procedures.
- Perform other duties as directed by the Coordinator of Strategic College Initiatives and the Executive Director.

## Other Duties

---

## Qualifications

---

### Core Competencies:

- Commitment to the educational advancement of low-income individuals; experience overcoming barriers similar to the targeted population preferred.
- Passion for college access and college success work.
- Ability to present to large groups.
- Ability to communicate effectively; ability to listen and respond to the concerns/ideas of others.
- Ability to follow-up with participants to ensure TRIO EOC objectives is attained.

### Qualifications:

- Bachelor's degree in Human Services, Psychology, Social Work or related field required.
- Minimum two years of prior work experience in college access, adult education, youth development, guidance counseling, or a related area is required.
- Knowledge of the college admission and financial aid processes is required, with knowledge of the CUNY and SUNY systems preferred.
- Experience with student information data systems is highly desired.

*This is a grant funded position.*

Position will close **30 days from job posting date.**