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<b>Job Title</b>	Program Advisor
<b>PVN ID</b>	BM-2409-006452
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BOROUGH OF MANHATTAN C. C.
<b>Department</b>	Project Impact @ BMCC, Academic Affairs
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$60,000.00 - \$63,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 25, 2024 (Or Until Filled)

## General Description

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Project Impact @ BMCC is a student success program, located at the Borough of Manhattan Community College (BMCC), whose mission is to empower students impacted by the criminal legal system to achieve academic success and personal transformation. Through comprehensive academic and support services, peer-to-peer mentorship, and basic needs assistance, Project Impact facilitates enrollment to higher education, supports persistence and momentum towards earning an associate's degree, and cultivates a community of belonging in college for students impacted by the criminal legal system. Project Impact opened its doors in January 2019, serving a single student with services provided by a single staff member. Five years later, Project Impact has helped over 100 students who might never have attended college to enroll, persist, and graduate with their associate degrees. Project Impact @ BMCC is the sole program at a CUNY community college providing comprehensive support services to justice-impacted students from admission to graduation.

Under the general supervision of the Director and daily guidance of the Assistant Director, the Program Advisor will play a crucial role in supporting the academic, professional, and personal success of students impacted by the criminal legal system. The Program Advisor will be responsible for providing comprehensive admissions and academic advisement to an assigned caseload of students, facilitate student workshops and seminars, serve as an advocate for the student as they navigate college, and connect students to community-based resources as needed.

NOTE: This is a grant funded position with an initial duration of two years. Continued employment beyond this period is contingent upon the availability of funding.

## Other Duties

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- Work collaboratively with the Assistant Director to identify strategies to recruit students based on the program's eligibility criteria
- In collaboration with the team, represent the program at events, fairs, information sessions to promote

- awareness and encourage enrollment in college
- Conduct one-on-one and/or group student onboarding and orientation meetings new students
- Work with students to identify their education and professional goals
- Provide guidance and support to first-time freshmen and transfer students to submit and gather documentation for college admissions and financial aid applications
- Provide individualized, on-going academic advisement including course selection, degree planning, appeals, and academic support strategies
- Provide individualized on-going career and professional advisement to align student's academic and professional goals including professional portfolio development, referrals to internship or fellowship opportunities
- Maintain personal and program student records to track student progress and outcomes, and prepare reports as needed
- Act as a liaison and advocate on behalf of students with faculty, staff, and administration to ensure their experiences are understood and met
- Develop and facilitate workshops, seminars and other program experiences, that promote academic success, personal development, and career readiness for system-impacted students
- Support planning efforts for new program initiatives and other program related events, as needed
- Exercise professionalism, integrity, and confidentiality regarding student records and the delivery of advisement services
- Other duties as assigned

## Qualifications

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### Qualifications

- Education experience: Minimum of a bachelor's degree from an accredited college or university in social work, counseling, education, criminal justice, or a related field.
- Professional experience: A minimum of two years' experience working with system impacted individuals i.e., formerly incarcerated, court-involved, or at-risk of incarceration.
- Familiarity with New York City and State's criminal legal system
- Strong written and verbal interpersonal and communication skills
- Ability to build rapport and trust with students with diverse lived experiences.
- Proficient and comfortable using technology i.e., Microsoft Office Suite or similar software

### Preferred Qualifications

- Master's degree in counseling, higher education, education, social work, or related field preferred.
- Bilingual proficiency in Spanish
- Experience in a higher education setting providing academic advisement or admissions related services.
- Demonstrated understanding of the unique lived experiences of college students impacted by the criminal legal system.