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| Job Title | CUNY EDGE Advisor |
| PVN ID | BX-2503-006759 |
| Category | Instruction and Social Service |
| Location | BRONX C. C. |
| Department | CUNY EDGE |
| Status | Full Time |
| Annual Salary | \$50,000.00 - \$57,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | May 17, 2025 (Or Until Filled) |

General Description

CUNY EDGE represents the latest chapter in a partnership spanning over two decades between the City University of New York (CUNY) and the New York City Human Resources Administration (HRA). Established in 2016, CUNY EDGE aims to provide a suite of services and benefits to public assistance recipients enrolled at CUNY, fostering their academic success, timely graduation, and seamless entry into the workforce. Core elements of the program encompass academic, personal, and professional advisement, personal development seminars, paid work experience, and assistance with managing public benefits cases.

At its core, CUNY EDGE endeavors to equip students with the tools and support necessary for both collegiate and career triumphs. The program strikes a balance between academic guidance, personal assistance, workforce readiness, leadership cultivation, and community involvement.

Currently, the CUNY EDGE program at Bronx Community College is actively seeking a dynamic individual to assume the role of Advisor. The ideal candidate should possess a fervor for student success, a customer-service orientation, proficiency in delivering operational excellence within a dynamic environment, and a commitment to continual improvement.

Other Duties

Student Advisement:

- Support the program's vision by offering comprehensive academic advisement and career support services
- Manage a caseload of CUNY EDGE students, tracking and reviewing student interactions monthly, maintaining accurate academic and career development files, and recommending action plans to ensure student success
- Facilitate academic, personal, and career development seminars, both virtually and in-person

- Assist students in completing and submitting HRA documentation

Fellowship Program:

- Identify and cultivate on-campus and off-campus placements for students participating in the Fellowship Program
- Match students with paid work placements based on their major, career interests, and experience
- Conduct orientations and intake workshops for participating students

Networking and Campus Resources:

- Establish relationships and collaborate with college departments, programs, and offices
- Coordinate with other student success programs, including ASAP, College Discovery, and A.R.C. programs
- Distribute information on internships, volunteer opportunities, scholarships, housing, food access, and other relevant topics
- Identify and refer students in need of additional psychological, financial, career, or academic services
- Conduct outreach activities to students eligible for the CUNY EDGE program

Data Management and Reporting:

- Monitor and document student participation in various program engagements
- Provide analytical, quantitative, and qualitative reports to support programming

Qualifications

- Bachelor's degree with a minimum of three years of professional experience, preferably in educational or social service programs serving low-income students, career development, and/or human services
- Experience in providing academic and personal advisement or case management and outreach to support individuals in meeting educational and employment goals
- Experience in developing and managing partnerships and collaborations, with strong relationship-management skills.
- Detail-oriented with excellent organizational and problem-solving skills
- Strong communication skills (written, oral, and interpersonal)
- Proficiency in using standard office computer programs, systems, survey tools, and databases
- Experience in collecting, reporting, and utilizing data to inform program decisions
- Proactive and flexible, with the ability to establish plans and manage a varied workload, deadlines, and conflicting priorities
- Ability to work effectively in a team while also maintaining individual day-to-day responsibilities