



Job Title	CUNY EDGE Advisor
PVN ID	CC-2507-006929
Category	Instruction and Social Service
Location	The CITY COLLEGE of NEW YORK
Department	CUNY EDGE
Status	Full Time
Annual Salary	\$57,550.00 - \$57,550.00
Hour(s) a Week	35
Closing Date	Sep 19, 2025 (Or Until Filled)

General Description

CUNY EDGE is the latest initiative borne of 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 and professional advisement, personal development seminars, paid work experience, and public benefits case management assistance.

CUNY EDGE provides students with a range of services, benefits, and support so that they 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.

General Description

We are currently searching for two (2) highly motivated individuals who will be able to provide academic and career support to students, both virtually and on campus, and perform related duties as assigned.

You must have a passion for student success, the ability to provide operational excellence in a fast-paced environment, and a desire for continuous improvement.

Other Duties

Reporting to the Director of CUNY EDGE, the Advisor will be responsible for the following:

- Supporting the program's efforts to meet specific numeric goals around student participation, persistence, graduation, and employment
- Supporting the program's vision of integrating academic and career advisement by providing comprehensive academic advisement and career support services

- Conduct individual, group, and e-advising sessions for a caseload of up to 100 students using an “intrusive” and developmental advisement model
- Provide direct services to support students to graduation
- Assisting in evaluating student progress in fulfilling requirements for their degree program
- Tracking and reviewing student contacts on a monthly basis, maintaining accurate academic/career development files for each CUNY EDGE student, and recommending appropriate action plans to promote and ensure student success
- Conducting assessments, reviewing student progress, including degree mapping and transition planning
- Closely collaborating with other college departments, including financial aid, the bursar, the registrar, counseling center, career center, academic advising units, etc. Refer students, obtain student information, and receive referrals
- Collaborate with students to address challenges affecting their participation in program activities
- Actively participate in the program's recruitment efforts and contribute to the orientation of new students
- Work closely with students experiencing academic difficulties, developing tailored advisement interventions
- Oversee the operations of the CUNY EDGE Student Club
- Researching and disseminating information on internal & external supports via a weekly newsletter; Maintaining and distributing information on fellowships, internships, housing, and other topics of interest to students
- Complete HRA paperwork and collaborate with HRA to address issues related to students' public assistance cases (such as engagement, childcare, case status changes, etc.)
- Facilitate a series of academic, personal and professional development seminars while coordinating and promoting additional workshop opportunities at the college
- Research and assist students in applying for internships, scholarships, and opportunity programs
- Collaborate with college leadership and the Central Office to ensure program quality
- Facilitating/Co-facilitating academic, personal and career development seminars
- Support the orientation of new students in the Fellowship Program
- Monitoring and reporting engagement, participation in the HRA Fellowship Program, Federal Work Study, and internships by utilizing the required data systems; SEAMS and Research Foundation payroll
- Completing and collecting HRA, City College, and Research Foundation paperwork
- Developing and maintaining effective working relationships with Fellowship placement sites
- Reviewing student tracking and outcomes data as member of the CUNY EDGE team
- Ability to work some evenings and weekends, as needed
- Performs other duties as assigned by the CUNY EDGE Director

Qualifications

- Bachelor's degree required with professional experience preferably a) in a higher education or social service program serving low-income students; b) career development, c) human services
- Great customer service skills to identify needs, troubleshoot, recognize persistent issues, and improve efficiencies in processes
- Excellent communication skills (written, oral and interpersonal)
- Familiarity with the City University of New York (CUNY), including its policies and procedures; and platforms such as CUNYfirst, DegreeWorks, EAB Navigate, etc
- The ability to academically and personally advise students, supporting them in achieving their educational

and career objectives

- A strong commitment to the advisement model and effective strategies for serving college students
- Experience in building and managing partnerships and relationships with various college support services, departments, faculty, and staff
- Ability to maintain confidentiality of student records, as appropriate
- The chosen candidate must be able to work in-person/on-campus

Preferred Qualifications

- Detail-oriented with strong organizational and technological skills
- Proficiency using standard office computer programs, systems, survey tools and graphic design platforms such as Canva
- Familiarity with a variety of virtual meetings software platforms (Zoom, Microsoft Teams)
- Knowledge of HRA systems preferred
- Knowledge in career development and workshop facilitation, preferred
- Ability to work collaboratively in a team while independently managing daily responsibilities
- Availability to work some evenings & weekends