

<b>Job Title</b>	Academic/Career Advisor
<b>PVN ID</b>	HC-2411-006588
<b>Category</b>	Instruction and Social Service
<b>Location</b>	HUNTER COLLEGE
<b>Department</b>	Economics
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$81,712.00 - \$86,188.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 25, 2025 (Or Until Filled)

## General Description

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Hunter College and the Office of Careers & Industry Partnerships (OCIP) at the City University of New York seeks Academic Career Advisors to create career pathways and expand employment opportunities for students in New York's emerging industries.

You will work with Industry Specialists to support a cohort of undergraduate students, connecting them with relevant internship or full-time opportunities in business, finance and market research positions across a variety of industry sectors from finance and banking and economic consulting to healthcare organizations and government agencies. Outstanding careers for Economics majors include job titles such as financial analyst, economic consultant, data analyst, actuary and market research analyst.

### **Build a Community:**

- Provide both group and 1:1 activity designed to help students identify career goals, academic courses, and goal-oriented career opportunities
- Develop your cohort's identity as a peer network
- Help students plan for internships and other opportunities to build their experience in and exposure to workplaces
- Assess students' professional abilities and development at several points throughout the cohort.

### **Establish a Peer Network:**

- Participate in CUNY-wide professional development and mentoring
- Collaborate between academic/career advisors and academic departments on insights from employers that might influence curricula and individual student progress.

### **Create Pathways:**

- Identify barriers to student success within areas of study related to career goals
- Share information on student needs and connect them to supportive services and campus resources
- Expand student exposure to careers and the courses needed to prepare for them

- Coordinate programs to enhance job-seeking skills.

### **Portfolio Management:**

- Create plans for your cohort's structure of programs, assessments, advising and referral activities
- Track progress, challenges and outcomes using state-of-the-art technology to measure success and make adjustments in real-time

## **Other Duties**

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- Other duties as assigned.

## **Qualifications**

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A baccalaureate degree is required.

We seek motivated, flexible and resourceful people who can gain the confidence of others in an advising environment and execute successful programs. You may have skills or experience including:

- Coursework or training related to adult development, including career development
- Academic or career advising and/or coaching
- Providing job-related services and adult basic skills training
- Understanding of academic programs, majors, and methods to assure students' successful progress
- Understanding the needs and practices of employers in recruitment and selection
- Comfort with technology to track programs and projects.