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<b>Job Title</b>	Transition and Advising Coordinator
<b>PVN ID</b>	HO-1801-002323
<b>Category</b>	Instruction and Social Service
<b>Location</b>	HOSTOS C. C.
<b>Department</b>	Division of Continuing Education and Wor
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$45,000.00 - \$49,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 19, 2018 (Or Until Filled)

## General Description

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The Division of Continuing Education and Workforce Development (CEWD) at Hostos Community College of The City University of New York is seeking a Transition and Advising Coordinator to help transition CEWD students from certificate programs into the degree programs in the college.

CEWD oversees occupational training programs in a variety of sectors, grant- and contract-funded workforce development initiatives, and pre-college programs such as the CUNY Language Immersion Program and CUNY and Math Start. CEWD's Center for Bronx Nonprofits provides local nonprofits with professional development. CEWD also oversees the Career Services Office at Hostos, which serves degree students. There are two CEWD locations; one is on the campus in the South Bronx and the second location, CUNY in the Heights, is in Washington Heights/Inwood in Manhattan.

Reporting to the Executive Director of Workforce Development, the Transition and Advising Coordinator will manage daily operations and provide programmatic and operational support, including data collection. The Coordinator will also be responsible for organizing and supporting outreach, recruitment and registration of the program's students. They will also facilitate the program's weekly College Success Seminar and provide individual and/or group advisement to students.

## Other Duties

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The duties and responsibilities of the position will include, but are not limited to, the following:

- Conduct comprehensive individual and group student orientations, information sessions and interviews;
- Provide academic and college success advice, general guidance, coaching, mentoring and career exploration support for groups and individuals in the program;
- Monitor, evaluate, document and report on students' academic participation and progress, ensure compliance with guidelines, and manage records and files;

- Advocate for students, seek the appropriate intervention support services and provide referrals, including campus learning resources and/or University student development services;
- Coordinates regular team meetings with faculty, academic and administrative staff, and actively participate in campus and University meetings and training activities;
- May supervise and train full- and part-time professionals, faculty, and/or office support staff;
- Connect students to college programs and resources; and
- Help students navigate college application process and coordinate their matriculation to college;

## Qualifications

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### **Minimum Qualifications:**

- Bachelor's degree minimum, master's degree preferred; and
- Four (4) years of full-time work experience in teaching, counseling, case management, student advisement or a related field desired.

### **Preferred Qualifications:**

- Experience working with diverse, urban populations, particularly in a higher education setting;
- Teaching background in adult education and/or developmental skills desired;
- Experience with program coordination and/or management preferred;
- Able to use a holistic, strengths-based approach to student development;
- Organized, detail-oriented and possess excellent written and verbal communication skills;
- Able to take initiative, work independently, and receive and incorporate feedback quickly;
- Able to balance advisement and administrative responsibilities;
- Demonstrated work experience in college transition environments a plus;
- Knowledge of the CUNY admissions process and developmental education requirements; and
- Some evening/weekend hours may be required;

### **To apply, submit the following items:**

- A cover letter and resume