

Job Title	Advisor/ Job Developer
PVN ID	HO-2108-004154
Category	Administrative Services
Location	HOSTOS C. C.
Department	CUNY EDGE Program
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Sep 17, 2021 (Or Until Filled)

General Description

Hostos Community College is one of the 23 colleges in The City University of New York (CUNY) system. Consistent with the mission of The City University of New York to provide access to higher education for all who seek it, Eugenio María de Hostos Community College was established in the South Bronx to meet the higher educational needs of people from this and similar communities who historically have been excluded from higher education.

CUNY EDGE, formerly known as the COPE program, operates at all CUNY community and senior colleges, including Hostos Community College. The mission of CUNY EDGE is to help CUNY students who are receiving public assistance achieve academic excellence, graduate on time, and find employment. CUNY EDGE provides public assistance recipients with a range of services, benefits, and supports so that they succeed in college and in their careers. CUNY has a 20 year relationship with New York City's Human Resources Administration (HRA). The two collaborate in order to help public assistance recipients attend CUNY, meet HRA work obligations, graduate in a timely manner, and find gainful employment. CUNY EDGE balances academic advising and personal supports with workforce preparation, leadership development, and community engagement. In its first year, CUNY EDGE served 4,900 students across 19 campuses.

Other Duties

- Provide direct student services to support students to graduation;
- Conduct individual, group and e-advising sessions for a caseload of up to 100 students using an "intrusive" and developmental advisement model
- Provide job development and job preparation activities to students seeking employment
- Follow the Engagement Monitoring Procedure for all students on caseload and report data accordingly
- Conduct assessments, review student progress, including degree mapping and transition planning;
- Complete HRA paperwork and liaise with HRA to address issues with student's public assistance case

(attendance, child care, closed case, etc.)

- Facilitate personal and professional development seminar series as needed; coordinate with and publicize other workshop opportunities at the college
- Conduct bi-weekly orientations for new students in the Fellowship Program;
- Work with student to address any issues impacting participation in program activities;
- Identify and refer students in need of additional psychological, financial, career or academic services;
- Coordinate with other campus programs, specifically ASAP, SEEK, and College Discovery, as needed;
- Support the recruitment of new students;
- Research and help students apply for internships, scholarships, and opportunity programs;
- Work closely with college leadership and the Central Office to ensure program quality;
- Participate fully in professional development opportunities;
- Provide exceptional customer service; and
- Perform related duties as assigned

Qualifications

- Bachelor's degree and at least three years' relevant experience required, preferably in an educational or social service program serving low-income students;
- Ability to academically and personally advise students and support them to meet their educational and work goals;
- Experience utilizing Google Documents and Zoom
- Experience developing and managing partnerships and relationships;
- Detail-oriented with strong organizational skills;
- Very strong communication skills (written, oral and interpersonal) required;
- Proficiency using standard office computer programs, systems, survey tools, and databases;
- Experience collecting, reporting, and using data to make strategic decisions;
- Proactive and flexible, with ability to establish plans and manage a varied workload, deadlines and conflicting priorities;
- Ability to work in a team while also handling individual day-to-day responsibilities independently;
- Ability to speak a language in addition to English a plus