
Job Title	Advisor
PVN ID	JJ-2511-007101
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	CUNY EDGE
Status	Full Time
Annual Salary	\$55,000.00 - \$57,000.00
Hour(s) a Week	35
Closing Date	Jan 06, 2026 (Or Until Filled)

General Description

CUNY EDGE is a collaboration between the City University of New York (CUNY) and the New York City Human Resources Administration (HRA) to assist public assistance recipients pursuing a college education. The initiative is a partnership that has been in place for over 20 years and currently serves more than 4,000 students at 19 colleges each year with a range of services. The goal is to support CUNY students in achieving academic excellence, graduating on time, and bridging their educational success to career opportunities. Key components include academic, personal, and professional advisement, paid work experience, and case management assistance for public benefits.

This role involves extensive interaction with students, including one-on-one advisement sessions, group meetings, and workshops. The ideal candidate should have a degree in a related field from an accredited institution with a relevant specialization and at least two (2) years of experience, preferably in an educational or social service program catering to students from underrepresented communities. The candidate is expected to have in-depth knowledge of academic programs, policies, procedures, and student support services within their scope of work.

Additionally, the candidate will be responsible for providing comprehensive academic and career advising and support services to a designated group of students through their degree completion. They will also be responsible for ensuring students remain in compliance with their HRA responsibilities and maintaining accurate and up-to-date records of student progress and academic reports. The candidate must be able to understand and address individual student needs, considering the unique requirements of the student population.

Other Duties

- Provide individualized, ongoing, comprehensive academic advisement and support services to an assigned group of students until degree completion

- Responsible for helping students maintain compliance with HRA responsibilities and keeping accurate, up-to-date records of student progress and academic plans
- Identify and address potential barriers to student success, including financial and personal challenges
- Support the program's efforts to meet specific numeric goals around student participation, persistence, graduation, and employment
- Complete and collect HRA, College, and Research Foundation paperwork
- Coordinate professional development trainings for students in partnership with the Career Learning Lab
- Assist students in applying for internships, scholarships, and other opportunity programs
- Participate fully in professional development opportunities and staff meetings
- Represent the program at events, fairs, and information sessions in collaboration with the team to promote awareness
- Collaborate with faculty, college staff, and community organizations to support student success
- Maintain personal and program student records to track student progress and outcomes, and prepare reports as needed
- Support the planning efforts for program initiatives and other program-related events as needed
- Exercise professionalism, integrity, and confidentiality regarding student records and the delivery of advisement services
- Perform related duties as assigned

Qualifications

- Minimum of a bachelor's degree from an accredited college or university in education, counseling, social work, or a related area.
- Ability to work in a team while also handling individual day-to-day responsibilities independently.
- Strong written and verbal interpersonal communication skills.
- Detail-oriented with strong organizational and presentation skills.
- Ability to build rapport and trust with students with diverse lived experiences.
- Proficient and comfortable using technology, i.e., Microsoft Office Suite, survey tools, or similar software.
- Familiarity with CUNY systems such as CUNYFirst, DegreeWorks, EAB Navigate, and the ability to apply data to monitor engagement progress and outcomes.

Preferred Qualifications

- Master's degree in counseling, education, social work, or related field preferred.
- Exposure to training and/or educational or social service programs serving participants from traditionally underrepresented communities
- Experience in a higher education setting providing academic and career advisement or admissions-related services.
- Demonstrate understanding of college students' unique experiences from economically disadvantaged backgrounds.
- Bilingual proficiency in Spanish.

This position requires extensive engagement with students through individual advising sessions, group gatherings, and workshops/seminars. A strong competency in student engagement and outreach is essential for this position. The ideal candidate should thoroughly understand academic programs, policies, procedures, and student support services.

