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| Job Title      | Advisor                        |
| PVN ID         | KB-1801-002297                 |
| Category       | Instruction and Social Service |
| Location       | KINGSBOROUGH C. C.             |
| Department     |                                |
| Status         | Full Time                      |
| Annual Salary  | \$45,000.00 - \$50,000.00      |
| Hour(s) a Week | 35                             |
| Closing Date   | Jan 05, 2020 (Or Until Filled) |

## General Description

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The CUNY EDGE program serves CUNY students collecting public welfare benefits. CUNY has a 20-year relationship with the City's Human Resources Administration (HRA) to support public assistance recipients to attend CUNY, meet HRA work obligations, graduate in a timely manner, and find gainful employment. Collectively each year, the programs serve 4,800 students across 19 campuses.

CUNY EDGE is currently in the midst of a strategic planning process to revamp core programming to better support students on public assistance enrolled at CUNY. The new program model balances academic advising and personal supports with workforce preparation, leadership development, and community engagement while maintaining students' compliance with HRA regulations. This model blends elements of successful college completion programs with work opportunities, personal development, and academic excellence.

## Other Duties

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### *Duties of the CUNY EDGE Advisor*

- 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;
- Conduct assessments, review student progress, including degree mapping and transition planning;
- Complete HRA paperwork and liaise with HRA to address issues with students public assistance case (attendance, child care, closed case, etc.);
- Facilitate personal and professional development seminar series; coordinate with and publicize other workshop opportunities at the college;

- **Conduct bi-weekly orientations for new students in the Work Study 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 CD, 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;**
- **Monitor and report attendance in classes, work, and internships;**
- **Provide analytical, quantitative and qualitative reports to coincide with program mission and complete data entry quickly and accurately;**
- **Provide exceptional customer service; and**
- **Perform related duties as assigned.**

## **Qualifications**

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### ***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 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; and
- Ability to work some evenings and weekends.