

Job Title	Career Specialist/Advisor
PVN ID	KB-1811-002807
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	CUNY EDGE
Status	Full Time
Annual Salary	\$35,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Jan 12, 2019 (Or Until Filled)

General Description

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

Duties of the CUNY EDGE Advisor/Career Specialist

- Provide direct student services to support students to graduation;
- Conduct individual, group and e-advising sessions for a caseload of up to 50-100 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.);
- 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;
- 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;
- Develop work and career readiness curriculum;
- Facilitate personal and professional development seminar series;
- Identify on-campus placement slots for HRA Work Study Program participants which include creating and maintaining collaborations with other college offices;
- Administer career self-assessments;
- Work with students to address any immediate employment needs and to increase students' career awareness, career-readiness, and networking skills, using an "intrusive" and developmental advisement model; Adhere to a career pathways model to ensure students are being prepared for "careers" versus "jobs";
- Research real-time labor market information to stay abreast of employment trends;
- Help students apply for internships, scholarships, and opportunity programs;
- Help students incorporate technology into their job search;
- Assist in student recruitment;
- Complete data entry quickly and accurately;
- Provide exceptional customer service;
- Participate fully in professional development opportunities; and
- Performs related duties as assigned.

Qualifications

- minimum Bachelor's degree preferred Masters 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.