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<b>Job Title</b>	CUNY 2X Tech Career Adviser
<b>PVN ID</b>	LE-1712-002228
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	Natural and Social Sciences
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$80,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 30, 2018 (Or Until Filled)

## General Description

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Reporting to the Associate Dean in the School of Natural and Social Sciences (NSS), the CUNY 2X Tech Career Adviser will fit seamlessly into the Tech Student Success initiative in NSS, which aims to wrap comprehensive advising services around students in Computer Science and other tech related disciplines in order to prepare them for internships while at Lehman and careers once they graduate. The successful candidate will have a deep understanding of the tech industry and of academic advising on a college campus. S/he will have a caseload of 150 students, mostly in their junior and senior years at Lehman. S/he will be responsible for directly interacting with many different entities and offices providing career support for students in tech:

- The Computer Science Department's full-time professional advisor, and faculty internship adviser;
- Faculty and chairs in other tech related departments;
- The TTP Residency Program's Project Director and Faculty Advisor;
- The Career Exploration and Development Center (CEDC);
- The NSS Dean's Office;
- The Division of Information Technology;
- Student clubs in CS such The National Society of Black Engineers (NSBE) and Society of Hispanic Professional Engineers (SHPE) student clubs, which have significant impact through their annual hackathons, speakers programs, and a network of job opportunities and internships.

The CUNY 2X Tech Career and Academic Advisor will be inserted into the existing advising structure in order to further promote promising student outcomes, including doubling the number of graduates with CS degrees by 2022. S/he will be asked to lead the creation of a "Tech Career Council @Lehman College," comprised of representatives of the offices and positions listed above.

The successful candidate will engage in some "front line" academic advising, and will thus become intimately

familiar with academic degree requirements by working closely with the Computer Science Department's professional adviser. However, on a broader level s/he will work closely with these other entities to identify tech internships and career opportunities in tech, hold information sessions, establish resume and mock job interview sessions, work with faculty to run technical interview prep sessions, assist in creating a feedback loop between employers and the department, and provide career counseling for students about to graduate. The CUNY 2X Tech Career and Academic Adviser will be responsible for connecting students to support services on campus and with the College's tech industry partners through the Tech Talent Pipeline Programs.

## Other Duties

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- Supervise the maintenance of databases documenting student progress toward degree completion and internship/job placement;
- Collaborate with department chairs, supervisory college faculty, school administrators, and industry partners;
- When necessary, make site visits to internship placements with TTP Campus Managers and departmental Faculty Advisers;
- Assist CUNY 2X Campus Manager with completion of all reporting requirements of the Program.

The Lehman College campus is located in Bronx, New York and is a Senior College within the City University of New York (CUNY) system. Lehman is the only four-year public college in the Bronx and is recognized as a Hispanic Serving Institution serving the borough and surrounding region as an intellectual, economic and cultural center. Lehman provides undergraduate and graduate studies in the liberal arts and sciences and professional education within a dynamic research environment. With a diverse student body of more than 13,000, Lehman offers more than 90 undergraduate and graduate programs. Ranked as having the fourth highest mobility rate in the nation by the National Bureau of Economic Research and the Equality of Opportunity Project, Lehman is a proud catalyst for economic and social mobility for its students, almost half of whom are first generation college students.

## Qualifications

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- Bachelor's degree and four years' related experience required.
- Demonstrated academic and career advising skills, preferably with 3-5 years of relevant experience.
- Excellent written and oral communication skills when dealing with a range of audiences, including government, university officials, students, businesses, and volunteers.
- An understanding of tech industry and its relationship to higher education.
- Experience with data analytics and reporting (both quantitative and qualitative written reports).
- Experience with CUNY Research Foundation and NYC procurement rules and budgeting procedures and compliance processes including intergovernmental accounting principles.
- A firm understanding of grants, including grant writing and grant management, is a plus.