



Job Title	Academic/Career Advisor, CUNY Inclusive Economy Initiative
PVN ID	LE-2412-006613
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	Management & Business Innovation
Status	Full Time
Annual Salary	\$81,712.00 - \$86,188.00
Hour(s) a Week	35
Closing Date	Feb 10, 2025 (Or Until Filled)

General Description

The Office of Careers & Industry Partnerships (OCIP) at the City University of New York seeks an Academic Career Advisor to create career pathways and expand employment opportunities for students in New York's emerging industries.

The candidate will work with Industry Specialists to support a cohort of undergraduate students, connecting them with relevant internship or full-time opportunities in a selected industry.

The BBA program in the Department of Management and Business Innovation at CUNY Lehman College's School of Business is dedicated to fostering innovation and leadership across key business areas, including Finance, Management, and Business Innovation. Our Finance concentration prepares students for careers in financial analysis, investment management, and financial consulting, offering courses that blend foundational theory with practical applications. We emphasize experiential learning across all concentrations, allowing students to engage in hands-on projects, internships, and networking opportunities that connect them to New York's financial and business sectors. Our program equips students with the skills and industry connections necessary to excel in today's competitive job market.

Other Duties

Build a Community:

- Provide both group and 1:1 activities designed to help students identify career goals, academic courses, and goal-oriented career opportunities
- Develop cohort's identity as a peer network
- Help students plan for internships and other opportunities to build their experience in and exposure to workplaces
- Assess students' professional abilities and development at several points throughout the cohort.

Establish a Peer Network:

- Participate in CUNY-wide professional development and mentoring
- Collaborate between academic/career advisors and academic departments on insights from employers that might influence curricula and individual student progress

Create Pathways:

- Identify barriers to student success within areas of study related to career goals
- Share information on student needs and connect them to supportive services and campus resources
- Expand student exposure to careers and the courses needed to prepare for them
- Coordinate programs to enhance job-seeking skills

Portfolio Management:

- Create plans for cohort's structure of programs, assessments, advising and referral activities
- Track progress, challenges and outcomes using state-of-the-art technology to measure success and make adjustments in real-time

Qualifications

MINIMUM QUALIFICATIONS

A baccalaureate degree is required.

We seek motivated, flexible and resourceful people who can gain the confidence of others in an advising environment and execute successful programs. Candidate may have skills or experience including:

- Coursework or training related to adult development, including career development
- Academic or career advising and/or coaching
- Providing job-related services and adult basic skills training
- Understanding of academic programs, majors, and methods to assure students' successful progress
- Understanding the needs and practices of employers in recruitment and selection
- Comfort with technology to track programs and projects