
Job Title	Director of CUNY Edge
PVN ID	NC-2407-006366
Category	Managerial and Professional
Location	GUTTMAN C. C.
Department	Student Financial Aid
Status	Part Time
Hourly Rate	\$35.03-\$35.03
Hour(s) a Week	0.00-21.00
Closing Date	Aug 08, 2024 (Or Until Filled)

General Description

Background

CUNY EDGE, formerly known as COPE, 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.

Duties

- 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
- 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 and departments as needed;
- Identify on-campus placement slots for HRA Work Study Program participants which includes creating and maintaining collaborations with other college;
- Complete data entry quickly and accurately;

- Monitor and report attendance in classes, HRA Work Study, Federal Work Study, and internships utilizing the required data systems (Smart Evals, Training Provider Timekeeping System (TPTS), Daily Timekeeping System (DTS), and Research Foundation payroll)
- Work directly with faculty and on-campus work study placement sites to address attendance issues
- Complete and/or collect HRA, college, and Research Foundation paperwork;
- 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
- Performs related duties as assigned.

Other Duties

Qualifications

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- 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;
- Excellent communication skills (written, oral and interpersonal) and editing skills required;
- Demonstrated ability to provide excellent customer service at all times;
- Ability to work with multiple stakeholders in a fast-paced office;
- 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.
- Other responsibilities as assigned