
Job Title	CUNY CARES Campus Supervisor
PVN ID	PH-2504-006778
Category	Instruction and Social Service
Location	CUNY SCHOOL OF PUBLIC HEALTH & HEALTH POLICY
Department	CUNY CARES
Status	Full Time
Hourly Rate	\$25.00-\$30.00
Hour(s) a Week	35
Closing Date	Jun 01, 2025 (Or Until Filled)

General Description

The Campus Supervisor(s) will be responsible for overseeing the activities of the CUNY CARES Navigators and Advocates on assigned campus(es). Key responsibilities include, but not limited to program coordination, collaboration with campus partners, program promotion, continuous improvement, and resource development.

This is a Full-time position based at the Bronx Community College or Lehman College campus. The position is set to end on June 30th, 2026, with the possibility of extension contingent upon funding and program needs. The hours for this position are traditional office hours 9 am – 5 pm with a hybrid Schedule.

Applications will be reviewed on a rolling basis until position is filled. Interested applicants should submit a resume and cover letter.

Other Duties

- Supervise the CUNY CARES Navigators and Advocates on assigned campus(es)
- Schedule and conduct site visits to monitor program operations and engage with the team
- Keep the Navigators and Advocates accountable for their assigned tasks and responsibilities
- Serve as a liaison between the Program Manager and campus partners
- Provide Navigation services as needed, including on-site supervision a minimum of 3 days per week
- Confirm accurate timesheets and event forms for Advocates and Navigators
- Act as a liaison with campuses to ensure effective implementation of program activities
- Collaborate with faculty and other student groups to schedule presentations by the advocates
- Maintain open communication channels with campus partners to address any concerns or issues
- Work closely with the CUNY CARES team to develop and implement promotional activities
- Devise strategies to connect students to the program and increase awareness among the target audience
- Assist in the creation of promotional materials, campaigns, and events to enhance program visibility
- Report any barriers hindering the achievement of program priorities to the Assistant Program Director

- Develop innovative solutions to overcome obstacles and improve program effectiveness
- Identify programmatic deficiencies and implement corrective action plans to enhance program outcomes
- Identify needs of specific student sub-populations
- Create and maintain a comprehensive resource database for Navigators to access when assisting students

Qualifications

- Associates Degree
- 2 years experience
- Familiarity with Bronx Community College or Lehman College
- Previous experience in program coordination or supervision
- Strong organizational skills with the ability to prioritize tasks and meet deadlines
- Excellent communication and interpersonal skills for effective collaboration and relationship building
- Strong knowledge of public benefits and social services
- Familiarity with student support services in a higher education setting is a plus
- Ability to adapt to a fast-paced and evolving environment