



Job Title	CUNY College & Career Advising Programs, Program Associate
PVN ID	VA-2503-006763
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of K-16 Initiatives
Status	Full Time
Annual Salary	\$64,000.00 - \$66,300.00
Hour(s) a Week	35
Closing Date	May 20, 2025 (Or Until Filled)

General Description

Reporting to the Director of CUNY College & Career Advising Fellows and Director of College and Career Bridge for All, the CCAP Program Associate will be primarily responsible for overseeing program operations across our near-peer advising programs, including program communications, timesheet submission, training support, staff onboarding, and data management. They will work closely with the Directors to ensure Fellows, Advisors, and Bridge Coaches are supported, invested in and prepared to support students to pursue their college and career plans.

MISSION:

CUNY's Office of K-16 Initiatives creates innovative pathways for young New Yorkers to envision and achieve success by engaging strategic partners in confronting systemic educational inequities.

The Office of K16 Initiatives within the City University of New York (CUNY) creates innovative pathways for young New Yorkers to envision and achieve success, by engaging strategic partners in confronting systemic educational inequities. CUNY College & Career Advising Programs runs a suite of programs that recruit, train, and place near-peer mentors to serve as college and career advisors across the city. This includes: College & Career Advising Fellows (CCAF), our full-time school-based advising program that hires recent CUNY graduates to work at partner high schools; College & Career Advisors (CCA), our part-time school-based advising program that hires current CUNY students to work at partner high schools; and College & Career Bridge for All (CCB4A), our part-time remote-based advising program that hires current college students to help New York City High School graduates to identify and actualize their post-secondary pathway.

ADDITIONAL NOTES:

- This is a 70/30 hybrid position, subject to change. Remote work arrangements are not a right or entitlement of employment and, as such, are discretionary and subject to operational needs unless otherwise provided by the CUNY Flexible Work Guidelines. Laptop may be provided if needed to support working remotely.
- While performing these duties, the employee is required to perform physical activities such as, but not

limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.

Please email deborah.steinberg@cuny.edu should you have any questions regarding this position.

Other Duties

Program Operations (90%)

- Communications:
 - Draft and send Fellow, Advisor, Coach, & school-partner newsletters & program-wide communications
 - Draft weekly newsletters featuring helpful resources, program accountability, and answers to Coach questions
 - Manage email inboxes and respond to questions from Coaches, Fellows, Advisors, and school partners
- Timesheets:
 - Track completion of Coach, Fellow, & Advisor timesheets
 - Follow up with near-peer mentors who haven't completed timesheets
 - Manage timesheet tracking database
- Training Support:
 - Support to set up CCAF + CCA training events, including event logistics, payment requests, and tracking attendance and training completion.
 - Facilitate portions of Bridge trainings
- Data Management:
 - Collaborate on program evaluation and best practice analysis to inform program design
- Staff Recruitment & Onboarding:
 - Lead Bridge Coach recruitment efforts and communication with candidates
 - Conduct Initial review of Bridge Coach applicants, participate in interview processes and candidate selection
 - Coordinate paperwork and on-boarding process of approximately 200 seasonal program staff
 - Support with communications, coordination, and onboarding of new Fellows & Advisors

Support Program Quality, Development and Growth (10%)

- Collaborate on pre-college advising efforts across programs within K-16 Initiatives
- Utilize program evaluation systems to assess impact and areas for improvement
- Perform special projects and other duties as assigned.

Qualifications

Minimum Qualifications

- Bachelor's degree required

- 1+ years of experience in college/career advising and positive youth development practices, with progressive project management responsibilities
- Commitment to [program values](#) of equity and inclusivity, teamwork, community, growth, excellence, partnership and having fun
- Experience working collaboratively and cooperatively with a diverse community of students, staff, and external constituents
- Proficiency in Google and Microsoft suite of programs & otherwise digitally literate and proficient

Preferred:

- Experience with group facilitation
- Experience in and commitment to youth leadership and college access/persistence for students traditionally underrepresented in college
- Experience attending and/or working with NYCPS public schools
- Previous experience with College & Career Advising Fellows, College & Career Advisors, College & Career Bridge for All, or similar programs