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<b>Job Title</b>	CUNY College & Career Advising Fellows, Program Manager
<b>PVN ID</b>	VA-2503-006764
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$78,000.00 - \$83,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 20, 2025 (Or Until Filled)

## General Description

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Reporting to the Director of CUNY College & Career Advising Fellows (CUNY CCAF), the CUNY College & Career Advising Fellows Program Manager works to increase access to individualized postsecondary advising in high schools. The CUNY CCAF Program Manager will collaborate with the CUNY CCAF Director and other Program Managers to develop and implement program training for new and returning Fellows, provide support and feedback to Fellows, and manage relationships with school partners. The Program Manager will also support the CUNY CCAF Director implementing the program's growth plan, evaluation systems, program-wide systems and communications, and new Fellow recruitment. They will work closely with the Director to ensure Fellows 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 K-16 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. Launched in August 2022, the CUNY College & Career Advising Fellows recruits, trains, and places recent CUNY graduates to serve as college and career advisors at partner high schools across the city. In the 2025-2026 school year, we will support a cohort of 45 Fellows working across 45 schools in New York City.

### 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.

Position open until filled; apply by April 5 for priority consideration. Goal start date of June 16, with flexibility for the right candidate.

Please email [deborah.steinberg@cuny.edu](mailto:deborah.steinberg@cuny.edu) should you have any questions regarding this question.

## Other Duties

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- **Manage a caseload of CUNY College & Career Advising Fellows**
  - Serve as main point of contact for 14-16 CUNY College & Career Advising Fellows
  - Meet regularly with Fellows to provide ongoing support, professional development, feedback, and assess progress towards student support goals
  - Support CUNY CCAF Fellows to resolve issues with school partners
- **Manage school engagement**
  - Serve as main point of contact for 14-16 school partners, including school visits and meetings with school teams
  - Support with school partner recruitment and program engagement
- **Cultivate and support external program partnerships**
  - Cultivate and manage relationships with college admissions, workforce training, and student enrichment partners
  - Coordinate centralized database of programmatic contacts
  - Manage inventory of student opportunities and coordinate dissemination in program newsletters
  - Develop curricular tools for Fellows to utilize in working with program partners
- **Support program operations, development and growth**
  - Collaborate with Core Program Team to develop and deliver 4-week pre-service training each August and monthly professional development sessions for Fellows throughout the school year
  - Support the recruitment and hiring of CUNY CCAF Fellows
  - Utilize program evaluation systems to assess impact and areas for improvement
  - Stay up to date on policy changes, trends, and resources in the field of college and career advising and financial aid
  - Support the management of program structures, systems, and communications
  - Collaborate on pre-college advising efforts across programs within K-16 Initiatives
- Perform special projects and other duties as assigned.

## Qualifications

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### Minimum Qualifications

- Bachelor's degree required
- 2-4 year's experience in postsecondary advising, matriculation, and near-peer programs, with progressive program management responsibilities and leadership (including part-time work)
- Proficiency in Google and Microsoft suite of programs & otherwise digitally literate and proficient

## Preferred Qualifications

- Experience in and commitment to youth leadership and college & career access and persistence for students traditionally underrepresented in college
- Commitment to team [values](#) of equity and inclusivity, teamwork, community, growth, excellence, partnership and having fun
- Experience with group facilitation and staff supervision, strong written and verbal communication skills, and high level of creative problem solving
- Experience working collaboratively and cooperatively with a diverse community of staff, partners, and external constituents
- Experience with data collection and analysis and database management to support effective program operations and program evaluation
- Experience attending and/or working with NYC Public Schools