
Job Title	Early Childhood Career Advisor
PVN ID	VA-2508-006988
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Full Time
Annual Salary	\$72,000.00 - \$78,000.00
Hour(s) a Week	35
Closing Date	Oct 21, 2025 (Or Until Filled)

General Description

Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed to the early childhood workforce across New York State.

The Career Advisor is a member of the Institute's Career Development Center team. The Career Advisor is responsible for supporting individuals at various stages of their career in Early Childhood Education. The Career Advisor will assist students with general academic guidance and career supports, including job search skills. The Career Advisor will report to the Director of Career Development and should be available to work evenings and weekends to support early childhood educators.

Other Duties

Career Development Advising

- Collaborate with members of the Career Development Center team in the implementation and delivery of comprehensive career development services.
- Provide one-on-one and small group advising for career exploration, teacher certification, test preparation, academic advising, and job searching.
- Design, develop, and deliver/instruct specialized workshops, career panels, and training sessions focused on early childhood career development.
- Coach participants on effective job and internship search strategies, including networking, resume and

cover letter development, and interview preparation.

- Actively develop and maintain a strong understanding of the early childhood education sector, including various roles, recruiting trends, employer timelines, expectations, and technical assessments/interviews.
- Connect students to key academic and personal resources such as tutoring, counseling, basic needs support, and financial aid.
- Apply a proactive case management strategy to engage students who require additional guidance and support.
- Partner with members of the Career Development Center team to share information on participant progress and needs, identifying intervention strategies.
- Develop and maintain resources (e.g., certification requirements, academic pathways) for students interested in careers in early childhood education.
- Maintain accurate and timely advising records, track participant progress, and outcomes.
- Provide dynamic and collaborative direction for the development, recruitment, and piloting of new initiatives as they become suitable for inclusion in the project's work.

Other Duties

- Attend staff meetings and training as required.
- Perform special projects and other duties as assigned.

Qualifications

Minimum Qualifications

- Master's degree in Early Childhood Education or a relevant field of study
- 3+ years of experience helping professionals build teaching careers through mentoring, training, staff development, coaching, career counseling, etc.
- Ability to monitor academic progress, track degree completion status, evaluate and process executive actions, and interpret and explain policies and procedures
- Ability to problem-solve and analyze situations that may affect participants and/or the Career Development Center
- Ability to maintain accurate and detailed records
- Ability to work flexible hours, including evenings and weekends, to meet participants and program need

Preferred Qualifications

- Spanish fluency is a plus
- Strong familiarity with the structure and dynamics of Higher Education and the NYS teacher certification process
- Ability to work with underserved populations and people of all ages
- Ability to develop and sustain successful collaborative partnerships

Work Environment and Physical Requirements

- 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. A laptop may be provided if needed to support working remotely.

- This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phones, photocopiers, filing cabinets and presentation equipment.
- 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, and sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- Ability to travel to other sites as needed.

How to Apply

Provide a resume and cover letter specifying your qualifications and experience relevant to this position. Applications without cover letters will not be accepted.