

Job Title: Academic Career Advisor – CUNY Inclusive Economy Initiative - Finance
Job ID: 29573
Location: College of Staten Island
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The Office of Careers & Industry Partnerships (OCIP) at the City University of New York seeks Academic Career Advisors to create career pathways and expand employment opportunities for students in New York's emerging industries.

You will work with Industry Specialists to support a cohort of undergraduate students, connecting them with relevant internship or full-time opportunities in a selected industry.

Build a Community:

- Provide both group and 1:1 activity designed to help students identify career goals, academic courses, and goal-oriented career opportunities
- Develop your cohort's identity as a peer network
- Help students plan for internships and other opportunities to build their experience in and exposure to workplaces
- Assess students' professional abilities and development at several points throughout the cohort.

Establish a Peer Network:

- Participate in CUNY-wide professional development and mentoring
- Collaborate between academic/career advisors and academic departments on insights from employers that might influence curricula and individual student progress.

Create Pathways:

- Identify barriers to student success within areas of study related to career goals
- Share information on student needs and connect them to supportive services and campus resources
- Expand student exposure to careers and the courses needed to prepare for them
- Coordinate programs to enhance job-seeking skills.

Portfolio Management:

- Create plans for your cohort's structure of programs, assessments, advising and referral activities

- Track progress, challenges and outcomes using state-of-the-art technology to measure success and make adjustments in real-time

QUALIFICATIONS

Bachelor's Degree required.

We seek motivated, flexible and resourceful people who can gain the confidence of others in an advising environment and execute successful programs. You may have skills or experience including:

- Coursework or training related to adult development, including career development
- Academic or career advising and/or coaching
- Providing job-related services and adult basic skills training
- Understanding of academic programs, majors, and methods to assure students' successful progress
- Understanding the needs and practices of employers in recruitment and selection
- Comfort with technology to track programs and projects.

CUNY TITLE OVERVIEW

Provides academic counseling and planning services to a diverse student population.

- Assists students with clarifying values and goals; counsels students regarding educational options, requirements, policies and procedures.

- Offers academic and personal support to guide students through the course selection process

- Provides students with effective and timely referral to other college and external support services

- Monitors and evaluates students' educational progress by conducting academic progress audits

- Establishes and maintains student files, databases and records; prepares activity reports and analyses

- May specialize in providing advice on specific programs or to specific student groups

- Performs related duties as assigned.

Job Title Name: Academic Advisor

CUNY TITLE

Assistant to HEO

FLSA

Exempt

COMPENSATION AND BENEFITS

\$81,712 - \$86,188

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit <http://cuny.jobs/> and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and contact information for three references (Professional or Personal) as one file.

CLOSING DATE

February 1, 2025

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.