The SEEK Program (Search for Education, Elevation and Knowledge) is a higher education opportunity program offered at CSI/CUNY. It is a program designed for students who have the potential to do well in college, but who would benefit from enhanced academic support and financial assistance. SEEK provides access to college, and promotes academic success and personal achievement through an array of academic, personal and financial support services.

SEEK Program staff are dedicated to helping students reach their highest level of success, both academically and professionally. Since 1976, the Program has graduated thousands of goal-oriented and talented students. We accept between 150 and 200 new students per year, and are committed to each of our students, from the first day of college to the last - and beyond.

In addition to the responsibilities listed in the "CUNY Title Overview" (see below), the Student Support Specialist will:

- Provides information regarding College and SEEK Program policies, procedures and requirements.
- Monitors student compliance with guidelines, and assesses student participation and progress.
- Maintains student records and files, and assists with the preparation of reports.
- Serves as mentor and coach with a goal of motivating students toward success.
- Participates on Program, CUNY and college-wide committees, as appropriate.
- Provides support to the SEEK Director for special projects when necessary.

QUALIFICATIONS

A Master's degree in counseling, social work, or psychology and two years' related experience. Other related master's degrees can be considered.

Note: this is not a mental health counselor/practitioner position and is not responsible for providing psychological counseling.

The applicant will demonstrate:
- Strong verbal and written communication skills
- Good organizational skills and work ethic
- Ability to collaborate with academic departments, faculty and other college areas
- Ability to plan, implement and assess programs that address student retention and graduation
- Proficiency in basic computer software preferred (e.g. MS Word, Excel); knowledge of CUNYFIRST, Degree Works and Titanium is a plus.

CUNY TITLE OVERVIEW

Provides educational programs, academic advice, and assistance to SEEK students. SEEK (Search for Education, Elevation, and Knowledge) is a higher education opportunity program established at the senior CUNY colleges to provide comprehensive academic support to
assist capable students who otherwise might not be able to attend college.

- Provides advice to students covering academic, social, career, and related issues, making appropriate referrals as needed
- Determines areas of need and develops and teaches orientation programs, seminars, student workshops, and other activities
- Develops academic interventions related to student academic status and success
- Reports on activities and outcomes, assisting with report-writing and data collection
- Collaborates with academic and student support departments to ensure students are utilizing available services and programming
- Performs related duties as assigned.

**CUNY TITLE**
Higher Education Assistant

**FLSA**
Exempt

**COMPENSATION AND BENEFITS**
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 go to www.cuny.edu; select "Employment", "Search Job Listings," "More Options to Search for CUNY Jobs," then enter the Job ID# in the "Job Opening ID" field. Cover letter, resume, and additional supporting documents for candidacy must be submitted as one file.

**CLOSING DATE**
May 19, 2016

**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.