Job Title: Workforce Development Senior Advisor

Job ID: 23563

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College’s faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Manager of Workforce Development & Administration, the Senior Advisor is responsible for the following:

- Work individually with students from key programs as directed, to provide all areas of job and/or internship development, including but not limited to: resume writing, interviewing, online job search, etc.
- Identify and make tools and resources available to all Workforce students, supporting job attainment.
- Build and maintain active employer partner portfolios for each Workforce program.
- Coordinate job developer and employer visits for each Workforce program.
- Maintain and provide regular reports, demonstrating student employment outcomes, job development activities and challenges.
- Participate in related, College-wide activities and represent Workforce Development internally and externally at events.
- Use trends in workforce development and the labor market to recommend new programs.
- Establish and maintain relationships with community based and other organizations that foster job development.

QUALIFICATIONS

Bachelor's Degree and four years' relevant experience required.

Preferred qualification:

- Four years experience in Recruiting functions or providing job development support to diverse populations
- Experience managing high-touch employer or hiring manager relationships
CUNY TITLE OVERVIEW

Participates in the daily coordination of academic and administrative activities of a College's specialized academic program under management direction.

- Supports program development, student service delivery, outcome evaluation and instructor/student recruitment, enrollment, and retention.
- Recommends, implements and evaluates strategies to expand program offerings
- Prepares analytical and statistical reports for management
- Develops and maintains relationships with various College offices to improve student and faculty services
- Serves as resource expert regarding program policies and procedures
- Oversees office recordkeeping; manages updates of program web and print materials
- May supervise office operations and/or department budget
- Performs related duties as assigned.

Job Title Name: Academic Program Specialist

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 visit http://cuny.jobs/ and enter the Job ID# in the “Job Title, Keywords” section field. Candidates must attach a resume, cover letter, and contact information for three references (Professional or Personal) as one file.

CLOSING DATE

*Reposting; previous applicants need not reapply.

August 12, 2022

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.