Job Title: Academic/Career Advisor – CUNY Inclusive Economy Initiative

Job ID: 25894

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.

The Department of Engineering & Environmental Science (EES) has strategic interests and strengths in the broad areas of Telecommunications, Photonics, Power generation and transmission and climate change among other things. Lately, the interesting area of off-shore wind (OSW) has been at the forefront of our faculty's interests since it promises to be very exciting from a research point of view as well as offer immense opportunities for employments and internships to our students. This hiring is directly linked to the OSW initiative in our department which has experienced strong external funding for our department as of late.

EES has a full-time faculty of 17 with over 15 part-time faculty members. On the Engineering side it offers the Bachelor of Science degree (BS) in Engineering Science (ENS) (with Mechanical (MechE) and Computer Engineering specializations) and the BS in Electrical Engineering (EE) and both degrees are ABET-accredited. An Associate degree in Science (AS) in Engineering Science (with EE and MechE specializations) as well as a Masters in Engineering (ME) in Electrical Engineering are also offered. The PhD program in Electrical Engineering is administered through the City College of NY (CCNY) with which our department is in close collaboration. Currently the department has over 600 students enrolled in all of its programs that also include BS in Earth & Environmental Science, BS in Earth & Environmental Science K-12 and a Masters of Science in Environmental Science.

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

About CUNY & OCIP

The City University of New York (CUNY) is the nation's largest urban public university and serves 275,000 degree-seeking students and 200,000 non-degree students across 25 campuses. The Office of Careers and Industry Partnerships (OCIP) at CUNY is responsible for mobilizing the university’s unparalleled scale, assets and diverse talent to fuel inclusive economic prosperity.

OCIP is working to ensure that 1) CUNY graduates can launch or advance in sustaining careers of their choosing at salaries equivalent to their peers, 2) businesses can turn to CUNY to find the talent, services, and expertise they need to thrive, 3) faculty and staff come and stay at CUNY because the impact they can have on students' career trajectory is unparalleled and recognized, and 4) sustainable funding streams support proven interventions for bolstering student career success today and for years to come.

We encourage you to visit our job site to learn more about this position and apply.

To learn more about The Office of Careers & Industry Partnerships at CUNY, please visit: https://www.cuny.edu/about/administration/offices/ocip/

**This program is funded through June 2024 and subject to renewal.**

QUALIFICATIONS

Bachelor's Degree required.

Preferred qualifications include:

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 three professional references (name, title, organization, and contact information) as one file.

**Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment."
**Until further notice, this is a hybrid position, eligible to work remotely and work in the office. All CUNY employees must reside within a commutable distance to the tri-state area.**

**CLOSING DATE**

December 2, 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.