

Job Title: Student Support Specialist – CUNY LEADS Job Developer

Job ID: 30274

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 10,000 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 Director of the Office of Accessibility Services, the LEADS Support Specialist is responsible for the following:

- Assist in reviewing individual educational plans that incorporate individually designed academic support services and accommodations within the guidelines.
- Maintains a caseload of students to advise on academic accommodations and career-based supports.
- Develop and facilitate training and workshops to students, faculty, staff and the college community on topics relevant to employment and disabilities.
- Supports and assist the Office of Accessibility Services with the daily operations.
- Performs other duties as assigned by Supervisor.

## **QUALIFICATIONS**

Bachelor's Degree and four years' related experience required; Master's degree and experience working in academic, career advisement or job placement functions with students with disabilities preferred. Must have excellent interpersonal, communication and organizational skills; should demonstrate proficiency in computer and database skills. Prefer experience serving individuals from cross-disability backgrounds and knowledge of Americans with Disabilities Act and other key disability legislation.

## **CUNY TITLE OVERVIEW**

Provides students in the CUNY LEADS program with advice and support to make academic and career choices that lead to successful employment outcomes. LEADS stands for "Linking Employment, Academics and Disability Services".

- Recruits CUNY students into the LEADS program based on established criteria
- Coordinates services with other college units including disability and career services offices
- Coordinates services with outside agencies as needed
- Advises students on job readiness and placement, and on linking academic programs to short- and long-term career goals
- Conducts group workshops and provides individualized advice on career skills such as resume writing, interview preparation, advocacy, and disclosure issues
- Develops internship and mentoring opportunities and makes student placements
- Records contacts and activities in CUNY's "Efforts to Outcomes" database
- Applies knowledge of issues and developments in disability-related law (such as the A.D.A.) and in disability advocacy
- Collaborates with other LEADS professionals on University-wide communications and initiatives
- Performs related duties as assigned.

## **CUNY TITLE**

Higher Education Assistant

## **FLSA**

Exempt

## **COMPENSATION AND BENEFITS**

\$62,411 - \$64,649

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.

\*CUNY is in the process of implementing salary schedule increases. Once implemented, salaries of eligible employees will be adjusted by 6.09% with additional increases of 3.25% effective 9/1/2025 and 3.5% effective 9/1/26, in accordance with the terms of the PSC-CUNY collective bargaining agreement.

## **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**

June 13, 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.