**Functional Job Title:** Workforce Student Advisor  
**Location:** College of Staten Island  
**Department:** Workforce Development and Innovation  
**Status:** P/T Temporary for 1 Year  
**Salary:** $45/hr. (19 hours/week)

**General Description:**

Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic mindedness, and nurture responsible citizens for our city, country, and the world.

The Office of Workforce Development and Innovation at the College of Staten Island develops, manages, and offers training programs designed to address critical skill gaps in growing workforce industries. Workforce Development provides quality, flexible and cost-effective training to support the educational and training goals of individuals and organizations across New York city. We offer certificate programs and professional development courses in the healthcare, technology and business sectors. Our department draws upon the expertise of faculty and subject matter experts to deliver quality training programs.

The College of Staten Island's Office of Workforce Development and Innovation seeks a Student Advisor with strong academic advisement and administrative skills to support trainee retention and persistence throughout their enrollment. The Student Advisor will provide targeted support and case management services, providing 1:1 and whole group guidance and assistance with a comprehensive plan to ensure trainees reach their certification goals. This position will report to the Associate Director of Workforce Development.

**Core Responsibilities:**

The successful candidate will perform the following duties and broadly support the Office of Workforce Development and Innovation in the following:

- Facilitate program orientation for newly enrolled Workforce trainees.
- Support intake activities for grant funded and tuition-based Workforce programs as needed.
- Create and maintain learner portfolios (creation of a career/certification plan; captures milestone achievements/relevant documentation).
- Monitors and tracks student engagement, including conferencing with trainees and instructors to ensure student success and attainment of expressed goals.
- Consults with Associate Director to create and maintain a catalog of resources and referrals for adult learners as requested or needed; this can include but not limited to referrals for social
services and community support.

- Conducts trainee evaluation surveys, capturing trainee voice and experiences, providing insight for training program management and revisions.
- Other job-related duties as necessary.

**Qualifications:**

- Bachelor's degree and related experience in direct support to students are preferred or 4-8 years' experience in a related field.
- A minimum of two years of experience in Academic Advising
- Strong presentation, verbal, and interpersonal communication skills to successfully work with and present to diverse learners and audiences
- Proficient in Microsoft 365 with intermediate to advanced MS Word, PowerPoint and Excel skills
- Experience with data collection, evaluation, and reporting
- Highly organized and able to work both independently and as part of a team

To Apply:


Closing Date: 01/22/2024