

Job Title: Academic/Career Advisor – CUNY Inclusive Economy Initiative  
Job ID: 28143  
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 an Industry Specialist to support a cohort of undergraduate students, connecting them with relevant internship or full-time opportunities in a selected industry.

This opening is for an Advisor who will work within the Department of Marketing in the Lucille and Jay Chazanoff School of Business, at the College of Staten Island.

The College of Staten Island (CSI) is a senior College organized around two academic divisions and three schools, with a total population of approximately 11,000 students. The Chazanoff School of Business has approximately 1,700 majors and offers an AAS in Business, a BS in Accounting, a BS in Business with concentrations in Management, Marketing, Finance, and International Business, and a BA and a BS in Economics. A BS in Information Systems & Informatics is offered in association with the Department of Computer Science. The School also offers an MS in Business Management with tracks in Strategic Management and Business Data Analytics, an MS in Accounting, an MS in Healthcare Management, and a Graduate Certificate in the Business Analytics of Large-Scale Data. Further information about the campus can be found at [www.csi.cuny.edu/aboutcsi](http://www.csi.cuny.edu/aboutcsi)

### **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/>

\*Please note that annual reappointment funding is subject to the program renewal.

### **QUALIFICATIONS**

Bachelor's Degree required.

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

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.

\*\*Until further notice, this is a hybrid position, eligible to work remotely and work in the office.

**CLOSING DATE**

April 13, 2024

**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.