Cooperating Advisor for CUNY Start at The City University of New York

CUNY Start is an intensive program for incoming college students, who have earned either a high school or high school equivalency diploma, and need to increase their academic proficiency in reading, writing and mathematics prior to enrollment in college credit classes. The CUNY Office of Academic Affairs, six of the University's seven community colleges, Medgar Evers College, and the College of Staten Island work collaboratively to provide students with an innovative approach to developmental education. CUNY Start is recognized for its carefully designed curriculum and pedagogy, ongoing professional development and a supportive teacher approach.

Group and individual advisement is an integral component of CUNY Start. In conjunction with instruction in reading/writing and/or math, CUNY Start advisors help students develop problem-solving and self-advocacy skills, plan their academic paths, learn how to navigate the college environment and access campus resources.

The Cooperating Advisor serves as an apprentice to a campus Advisor, learning and practicing the CUNY Start approach to advising by helping students improve problem-solving and self-advocacy skills, providing assistance and referrals to current students and alumni, assisting with the recruitment of new students, as well as learning to teach the CUNY Start Seminar curriculum. CUNY Start Seminar classes reinforce the academic skills of analyzing data, thinking critically and conducting research through lessons on time management, financial aid, college majors and careers, and organizational strategies that help CUNY Start students succeed in college.

CUNY Start offers two types of programs: A daytime program from 9am-3pm and afternoon/evening programs from 2pm – 5pm and 6pm - 9 pm. CUNY Start programs are located on 8 CUNY campuses: Borough of Manhattan Community College, Bronx Community College, College of Staten Island, Hostos Community College, Kingsborough Community College, LaGuardia Community College, Medgar Evers College and Queensborough Community College.

Cooperating Advisors may be eligible to apply for future Advisor positions at several CUNY campuses in fall 2014.

Responsibilities:

- Learn to implement the CUNY Start Seminar curriculum through reading, observation, discussion and assistant teaching.
- Observe and assist in individual advisement sessions, learning the CUNY Start methods of helping students develop self-awareness and problem solving skills.
- Observe and assist in CUNY Start’s student orientation days.
• Observe and assist in recruiting and screening new applicants to CUNY Start.
• Participate in student/teacher/advisor conferences, providing feedback to students on their academic progress and class participation.
• Participate in team meetings with advisors and teachers.
• Participate in cooperating advisor trainings and all-staff events.
• Research campus and community resources. Become familiar with campus policies and procedures.
• Devise interventions to facilitate student involvement on campus.
• Other related duties as required.

Requirements:
• Must have experience working with diverse, urban populations.
• Four (4) years of full-time work experience in teaching, counseling, social work, student advisement or a related field desired.
• Teaching background in adult education and/or developmental skills preferred.
• Must be able to use a holistic, strengths-based approach to student development.
• Must be organized, detail-oriented and possess excellent written and verbal communication skills.
• Must be able to take initiative, work independently, and receive and incorporate feedback quickly.
• Bachelor’s degree minimum, master’s degree preferred.
• Travel to multiple CUNY campuses required.

Employment:
• Approximately 20-25 hours per week.
• $33.18 per hour and includes family health benefits and optional pension plan.
• Appointment period: January - July 2014 or approximately 6 months from appointment date.

To apply, submit the following items:
• A lesson plan that demonstrates your instructional approach or a lesson plan outlining how you would teach a class on time management, financial aid, or researching a college major
• A statement on your philosophy and approach toward student development
• A cover letter and resume
• We are currently accepting applications for LaGuardia Community College and Hostos Community College. Please indicate your willingness to work at each campus. Also note whether you prefer a day or afternoon/evening program and your willingness to work in either program. Please note that we cannot guarantee an applicant’s requested campus or schedule as a placement, but we will try to accommodate an applicant’s request whenever possible.
• Send all materials to Rachel Oppenheimer at cunystart@mail.cuny.edu, with “Cooperating Advisor” in the subject line of your email

Additional information about CUNY Start can be found at www.cuny.edu/cunystart.
We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.