

**Position:** **Conexiones & Connections - Graduate Assistant Advisor**

**Appointment:** 20 Hours per week, including occasional nights and weekends.

**Salary Range:** \$20.00 per hour

**To Apply:** Email your Cover Letter and Resume in PDF form to Tiffany James at [tjames@bmcc.cuny.edu](mailto:tjames@bmcc.cuny.edu). All documents are required to be considered for the position.

**Application is open until the position is filled.**

Serve as a graduate assistant advisor to a cohort of students in the Conexiones & Connections Program, including participation in the outreach, recruitment, orientation, engagement and support activities of the program in virtual and in-person modalities. The Conexiones & Connections cohort program supports students who are interested in exploring and refining their purpose through their college experience. In addition to serving all students, the program offers a specific community of support for Hispanic and other male students of color. This is a grant funded position through the U.S. Department of Education under the Title V- Strengthening Hispanic Serving Institutions initiative.

**The Conexiones & Connections Graduate Assistant works under the supervision of the program coordinator to assist in:**

- Providing student support services to promote the personal development of a diverse student population
- Recruiting and supporting student caseloads using culturally relevant approaches to support success
- Representing Conexiones & Connections Program at college-wide events such as orientations
- Conducting phone outreach and providing support for student caseloads
- Presenting relevant informational and educational programs to support student success
- Programming and communications to foster a strong student community and encourage campus engagement among the cohort
- Working with students to navigate various campus offices to help students to meet academic/personal needs and goals.
- Other duties as assigned.

#### **QUALIFICATIONS**

- Bachelor's degree in student personnel administration, higher education, or a related field.
- Fluency in English and Spanish preferred (reading, writing and speaking).
- Strong interest in developing skills in the community college sector, particularly student persistence and retention.
- Strong oral/written communication and interpersonal skills; a creative problem solver
- excellent with attention to detail.
- Be a dynamic individual who can work independently and under general supervision with strong organizational skills.
- Ability to work evening hours and weekends as necessary.
- Proficiency in Microsoft Office Suite, Social Media engagement, Blackboard, Zoom and Photoshop or Canva a plus.