

### **Career Opportunity – CDA Educational Advisor**

Esperanza College is a partnership between Esperanza and Eastern University. The college is located in a primarily Latino community in eastern North Philadelphia, just south of US Route 1, the Roosevelt Boulevard. Esperanza College is a branch campus of Eastern University offering Associates Degree programs in Business, Community and Human Services, Criminal Justice, Digital Communication, Early Childhood Education, eSport Management, Health Sciences, Medical Assisting, Media & Technology, Natural Sciences. It also offers two certification programs: Child Development Associate (CDA) and ECE Director Credential. This is a grant funded position.

Esperanza College is seeking a part-time (20) CDA Educational Advisor. The Educational Advisor works directly with students providing academic advising, academic coaching, transfer advising, career planning, and retention services designed to keep students enrolled in college and help them achieve their educational goals. This is a grant funded position.

#### **Essential Functions**

- Conduct all aspects of advising case load management including student outreach, follow-up, and resource referral
- Conduct biweekly meetings with students to review, discuss, and monitor academic progress including attendance, participation, preparedness, and attitude
- Provide accurate information regarding policies and procedures, educational options, core and major requirements, curricular offerings, externship opportunities, career opportunities, and available support services
- Work collaboratively with students in course selection and registration
- Help students with long and short range academic and financial planning, time management, study skills, and career development
- Provide career counseling including career decision making and job-hunting strategies for externships (field experience) and full-time jobs
- Assist student's transition to Eastern University or transfer to other institutions as appropriate
- Collect data, monitor, and evaluate students' satisfactory academic progress
- Maintain accurate academic records
- Contact and maintain ongoing meetings with students who have been identified by faculty through the Early Retention Alert system
- Consult with instructors to plan academic support for students and foster development of strong student/faculty relationships
- Monitor student progress toward completion
- Refer students to college and community support services as needed, and monitor their usage of these activities
- Other duties as assigned

#### **Education, Experience, Knowledge, and Skill Requirements**

##### **Education and Experience**

- Bachelor's Degree in a related field from an accredited college or university

- Master's degree in a related field, Early Childhood Education, Education, Higher Education, Student Personnel Administration, Education, or Counseling preferred
- 1 year of related experience preferred

***Knowledge and Skills:***

- Bilingual (fluent in written and spoken English and Spanish) required
- Knowledge of CDA requirements
- CDA certification preferred
- Knowledge of academic advising and student services
- Ability to deliver high-touch, proactive customer service
- Ability to establish and maintain effective working relationships with various department staff, university staff, prospective students, and the public
- Ability to operate in concert with the Mission and Doctrinal statements of Esperanza College and Eastern University
- Ability to provide culturally sensitive and spiritually centered guidance to a diverse student body.
- Keen attention to detail, effective interpersonal, written, and oral communication skills, in addition to presentation skills
- Knowledge of decision-making and conflict resolution techniques
- Ability to take initiative and strong customer service skills are essential
- Knowledge of Microsoft Office, Google Docs, and other similar software required

Interested candidates should email a cover letter, resume along with salary requirements to [gramirez-wrease@esperanza.us](mailto:gramirez-wrease@esperanza.us) or [gladys.ramirez-wrease@eastern.edu](mailto:gladys.ramirez-wrease@eastern.edu) and please indicate CDA Educational Advisor in the subject line. Our office is located at: 4261 North 5th Street Philadelphia, PA 19140