Career Development Center
New York Early Childhood Professional Development Institute

Early Childhood Career Advisor

New York Early Childhood Professional Development Institute

Manhattan, NY

Other | Full-time | Hybrid | $72,000 - $78,000 a year

Posted on October 23, 2025

Job Description

The Career Advisor is a member of the Institute's Career Development Center team. The Career Advisor is responsible for supporting individuals at various stages of their career in Early Childhood Education. The Career Advisor will assist students with general academic guidance and career supports, including job search skills. The Career Advisor will report to the Director of Career Development and should be available to work evenings and weekends to support early childhood educators.

Responsibilities

- Collaborate in the implementation, coordination and delivery of career development services; including career exploration, teacher certification, test preparation, academic advising and job searching
- - Meet individually and in small groups with current and aspiring early childhood professionals in support of developing and meeting their career goals
  - Track and maintain data on interactions and outcomes for contributions to program reports
- Make presentations to small groups about early childhood career development periodically
- Provide dynamic and collaborative direction to the development, recruitment and piloting of new initiatives as they become appropriate for inclusion in the project's work.

Other Duties

- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned

Qualifications

Minimum Qualifications

- Master's degree in Early Childhood Education or a relevant field of study
- 3+ years of experience helping professionals build teaching careers through mentoring, training, staff development, coaching, career counseling, etc.
- Strong familiarity with the structure and dynamics of Higher Education and the NYS teacher certification process
- Exceptional interpersonal skills
- Ability to multi-task
- Demonstrated ability to work with underserved populations and people of all ages
- Ability to develop and sustain successful collaborative partnerships
- Excellent oral and written communication skills
- Availability during evening and weekend hours

Preferred Qualifications

- Bi-lingual Spanish speaker

Physical Requirements

- This position operates in a professional office environment located in Manhattan, NY, and is currently hybrid. Remote work arrangements are not a right or entitlement of employment and, as such, are discretionary and subject to operational needs unless otherwise provided by the CUNY Flexible Work Guidelines.
  This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phones, photocopiers, filing cabinets and presentation equipment.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, and sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- Ability to travel to other sites as needed.
- **Minimum Education Level:** Master's Degree
- **Preferred Education Level:** Master's Degree

Application Instructions

How to Apply

Apply directly through RF CUNY using this link Job Postings. Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

Additional Information

RFCUNY Benefits

RFCUNY Employee Benefits and Accruals

About the Research Foundation

The Research Foundation of The City University of New York (RFCUNY) is a nonprofit educational corporation founded in 1963 to provide post-award fiscal and administrative support for CUNY's research and sponsored programs. RFCUNY's services allow CUNY researchers, faculty, and staff to focus on their intellectual curiosity and scientific discoveries, on projects and programs that serve our local and global communities, proposing concrete solutions to society's most pressing challenges.

RFCUNY serves as a fiscal agent and works closely with all the CUNY campus Grants Offices to perform the core functions of post-award financial management for CUNY research projects and sponsored programs. These functions include legal assessment and signing of agreements where RFCUNY is named as a fiscal agent; setting up award accounts; preparing sub-awards and assisting PIs in monitoring the work of the recipients of sub-awards; supporting project directors with hiring and managing research project and sponsored program staff; supporting the purchasing and paying for goods and services with grant and program funds; managing financial aspects of projects including accounts receivable, financial reporting, invoicing, budget monitoring, and cost compliance with uniform guidance; ensuring that sponsor financial requirements are met; monitoring compliance with applicable project and financial management rules and laws; supporting the management of independent and external audits and financial reviews; and providing data, information, management expertise, and other supports to CUNY's research and sponsored programs.

Equal Employment Opportunity Statement

The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/Americans with Disabilities Act/E-Verify Employer. It is the policy of the Research Foundation of CUNY to provide equal employment opportunities free of discrimination based on race, color, age, religion, sex, pregnancy, childbirth, national origin, disability, marital status, veteran status, sexual orientation, gender identity, genetic information, marital status, domestic

violence victim status, arrest record, criminal conviction history, or any other protected characteristic under applicable law.

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