

**THIS MODIFICATION AGREEMENT** ("Renewal and Modification Agreement") dated this 11<sup>th</sup> day of February, 2020 between the New York City Human Resources Administration/Department of Social Services ("Department" or "HRA") with offices at 150 Greenwich Street, New York, New York 10007 and the City University of New York ("CUNY"), organized under Article 125 of the New York State Education Law, with its principal office at 205 East 42<sup>nd</sup> Street, New York, NY 10017 ("CUNY" or "Contractor") (collectively, the "Parties").

**WITNESSETH:**

**WHEREAS**, effective July 1, 2016, the parties entered into a cooperative agreement (the "Agreement") for CUNY to provide paid work study positions to Cash Assistance recipients enrolled in two-or four-year CUNY colleges, under the College Opportunity to Prepare for Employment ("COPE") Program (now known as the "EDGE" Program or Program to Educate, Develop, Graduate and Empower Program) for a term of one (1) year from July 1, 2016 through June 30, 2017 with three (3) automatic one (1) year renewal terms; and

**WHEREAS**, the parties renewed the Agreement for the first renewal period covering the fiscal year 2018 from July 1, 2017 through June 30, 2018 and added the amount not-to-exceed of \$10,844,758.62; and

**WHEREAS**, the parties renewed the Agreement for the second renewal period covering the period from July 1, 2018 through June 30, 2019 and added the not-to-exceed amount of \$10,844,758.62; and

**WHEREAS**, the parties wish to renew the Agreement for the third renewal period covering the period from July 1, 2019 through June 30, 2020; and

**WHEREAS**, pursuant to Article 19 of the Agreement, the Parties seek to modify the not-to-exceed amount of the Agreement to add funding for Fiscal Year 2020; and

**NOW, THEREFORE**, the parties hereto agree as follows:

1. Except as modified herein or modified previously, all of the terms, covenants, and conditions of the Agreement shall remain unchanged and in full force and effect.
2. Due to an increase in all central office CUNY staff salaries, supplies, communications, intercession tuition, equipment, software license/maintenance and meetings, the not-to-exceed of the Agreement is hereby increased by \$800,000.00, covering the period from July 1, 2019, through June 30, 2020 in accordance with the attached Modification Budget (**Exhibit A**).

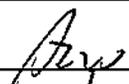
3. The addition of the not-to exceed amount of \$800,000 increase the total not-to-exceed amount for fiscal year 2020 from \$10,844,758.62 to \$11,644,759.00

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IN WITNESS WHEREOF, the Parties hereto have executed this Modification Agreement on the dates appearing below their respective signatures.

**NEW YORK CITY HUMAN RESOURCES  
ADMINISTRATION/DEPARTMENT OF  
SOCIAL SERVICES**

By 

Title: 

Date: 2/11/2020

**THE CITY UNIVERSITY OF NEW YORK**

By   
Derek Davis, General Counsel and

Title: Sr. Vice Chancellor for Legal Affairs

Date: February 6, 2020

Approved As To Form  
  
The City University of New York  
Office of the General Counsel  
Date: 2/4/20

U- Modification  
CUNY EDGE  
Cooperative Agreement  
12/13/19

STATE OF NEW YORK )

: ss:

COUNTY OF NEW YORK )

On this 11<sup>th</sup> day of February, 20 20, before me personally came Vincent Puccio, to me known and known to me to be Ades of the NEW YORK CITY HUMAN RESOURCES ADMINISTRATION/DEPARTMENT OF SOCIAL SERVICES, the person described in and who executed the foregoing instrument, and she/he acknowledged to me that she/he executed the same for the purpose therein mentioned.

SHARON JAMES-LEONCE  
Commission Expires 2-13-26  
City of New York No. 2-13-26  
Certificate Filed in New York County  
Commission Expires May 01, 2026

Sharon James-Leonce  
NOTARY PUBLIC

STATE OF NEW YORK )

: ss:

COUNTY OF NEW YORK )

On this 6<sup>th</sup> day of February, 20 20, before me personally came Derek Davis, to me known and known to me to be General Counsel & Sr. Vice Chancellor for Legal Affairs of the CITY UNIVERSITY OF NEW YORK, the person described in and who executed the foregoing instrument, and she/he acknowledged to me that she/he executed the same for the purpose therein mentioned.

Sophia Walsh-Newman

NOTARY PUBLIC  
SOPHIA WALSH-NEWMAN  
Notary Public, State of New York  
No. 01WA5023913  
Qualified in Queens County  
Commission Expires March 29, 2022

**Exhibit A**

CUNY EDGE FY20

Personal Services (PS) / Other Than Personal Services (OTPS) / Indirect	Research Foundation Designation	FTE or Hours	Fiscal Year		Modification #1 Increase/Decrease (11/15/19)	CUNY Explanation Increase/Decrease (Modification #1)
			Revised Budget	FY20 Approved Final Budget		
University Director / 5402	5402 - Co-Coordinator #2	0.91	\$ 126,169.35	\$ 120,586.00	5,483	3.4% salary increase from FY18 (No salary increase in FY19) - \$4,555 in salary increase; \$928.55 for extra pay period.
Deputy Directors / 5405	5405 - Administration/Management	1.75	\$ 122,711.48	\$ 252,360.00	(79,649)	Positions are currently being restricted with the recent departure of a Deputy Director, including shifting funds to a new Program Associate (see below).
Program Coordinator (RSP) / 5404	5404 - Coordinator	1.60	\$ 72,832.99	\$ 72,219.00	\$ 614	\$593.99 for extra pay period
REP / 5410	5410 - Research Staff	1.90	\$ 114,894.00	\$ 114,894.00	\$	
Administrative Coordinator / 5405	5405 - Project Associate	1.50	\$ 82,379.92	\$ 50,429.00	31,901	New Central Office position (Program Associate) to lead professional development, communities of practice with campus staff, and marketing activities (roles previously filled by Deputy Director). Position will have an annual salary of \$60,000, with the budget pre-allocated for a projected January 2020 start date for FY20. Also, 3% salary increase for Fellowship Program Administrative Coordinator, plus \$387.91 for extra pay period.
Fiscal Coordinators (WSP) / 5407	Management	3.68	\$ 199,351.77	\$ 197,830.00	1,522	\$1,521.77 for extra pay period.
Prof. Development & Curriculum Dev. / 5435	5435 - Trainer	100 hours	\$ 7,000.00	\$ 7,000.00	\$	
Database Manager / 5403	5403 - Specialist	1.00	\$ 73,398.46	\$ 70,000.00	3,398	4% salary increase (\$2,800) and \$538.46 for extra pay period.
Student Worker / 5418	5418 - Student	185,597 hours	\$ 2,938,760.00	\$ 2,679,312.00	260,448	Wages for approximately 2,000 Fellowship participants.
Campus Director/Coordinator / 5400	5400 - Project Director	16.60	\$ 1,297,239.41	\$ 1,235,855.00	61,374	Salaries for 17 campus directors. Salaries range from \$3,148 to \$114,616 and reflect salary increases of 2.8% to 9.1%.
Co-Director / 5401	5401 - Co-Project Director	1.00	\$ 69,068.24	\$ 68,092.00	1,066	NYCCT - Union school with mandated title; Provides overall program management and serves as Advisor.
Union / 5409	5409 - Union	2,000	\$ 114,567.88	\$ 60,210.00	54,358	NYCCT - Union school with mandated title; Provides overall management of Fellowship Program, data reporting needs, and budgets. Former Attendance Monitor at BCC changed title to liaison for similar role. Salaries range from \$53,040 to \$60,681 with salary increases of 2.8% to 4%.
Advisors / 5412	5412 - Counselors	35.58	\$ 1,953,242.43	\$ 1,807,601.00	155,641	Salaries for 37 advisors across 18 campuses providing academic, personal and professional advisement to students, conduct workshops, and manage Fellowship program. Salaries range from \$45,050 to \$65,300 and reflect salary increases of 2% to 3.9%. Note some campuses have shifted staff from Career Specialist title to advisor title for FY20.
Attendance Monitor/Program Assistant / 5422	5422 - Administrative Support	9.54	\$ 340,692.85	\$ 299,110.00	41,783	Salaries for 13 staff at 9 campuses and the Central Office. Salaries range from \$32,760 to \$48,075 with salary increases of 2% to 3.9%. This includes two new part-time positions (CS) and the Central Office) and expansion of positions at Lehman (3 days to 4 days per week) and Hunter (3 days per week to full-time).
Career Specialist / 5435	5435 - Job Developer	7.57	\$ 386,170.67	\$ 446,093.00	(59,922)	Salaries for 8 staff at 8 campuses monthly providing support for Fellowship Program and broader career development services. Salaries range from \$45,500 to \$57,723 with salary increases of 2.8% to 5.9%.
Tutors (part-time) / 5414	5414 - Tutors	7,798 hours	\$ 117,000.00	\$ 96,426.00	20,574	Part-time tutors at 7 campuses providing support primarily in writing and math with hourly wages between \$15 and \$20 per hour.
Faculty Release Time / 5800	5800 - Release Time Salary - Faculty & Staff	1.00	\$ 72,207.00	\$ 63,000.00	9,207	CUNY EDGE Director at City College is an existing tax-levy employee and paid from this separate budget category.
Edge (35%) - full time / 5920	5920 - F/B Expense Full Time @ 35%		\$ 1,758,677.36	\$ 1,682,455.00	76,122	35% fringe rate for all full-time and part-time A (above 19 hours per week) employees.
Edge (8%) - part time / 5940	5940 - F/B Expense Part Time B @ 8%		\$ 9,360.00	\$ 6,914.00	2,446	8% fringe rate for all part-time B employees (at or below 19 hours per week).



Search

Central Office							
Title	First Name	Last Name	Annual Salary	Budget	Internal ID	Email Address	FTEs
University Director	Maria	Buck	\$ 135,240.78	\$ 126,168.35	5402	maria.buck@ccny.edu	0.91
Deputy Director	Nathalie	Hodge	\$ 98,353.50	\$ 52,122.38	5401	nathalie.hodge@ccny.edu	0.53
Deputy Director	Maxine	Henry	\$ 94,561.44	\$ 95,288.84	5401	maxine.henry@ccny.edu	1
Program Coordinator	Georgina	Brown	\$ 77,219.22	\$ 77,813.12	5404	georgina.brown@ccny.edu	1
REES	various	various	\$ 114,894.00	\$ 114,894.00	5410	various	1.9
Administrative Coordinator	Jodanis	Ramirez	\$ 51,724.50	\$ 52,329.73	5405	jodanis.ramirez@ccny.edu	1
Fiscal Coordinator	Paola	Castillo	\$ 68,000.00	\$ 68,000.00	5407	paola.castillo@ccny.edu	1
Fiscal Coordinator	Ebony	Brown	\$ 52,000.00	\$ 52,000.00	5407	ebony.brown@ccny.edu	1
Fiscal Coordinator	Kristin	Vazoulas	\$ 50,000.00	\$ 50,000.00	5407	kristin.vazoulas@ccny.edu	1
Fiscal Coordinator	Carmen	Yaguchi	\$ 40,460.00	\$ 27,830.00	5407	carmen.yaguchi@ccny.edu	0.68
Professional Developer & Curricl	Amy	Prince	\$ 69,29/hr; 101 hrs	\$ 7,000.00	5435	amy.prince@ccny.edu	n/a
Database Manager	Nate	Reichel	\$ 72,800.00	\$ 73,338.45	5403	nathanlel.reichel@ccny.edu	1
Attendance Monitor/Program As	Natasha	Williams	\$ 43,075.00	\$ 43,399.85	5422	natasha.williams@ccny.edu	1
Program Associate	TBH		\$ 60,000.00	\$ 30,000.00	5405		1
Program Assistant	TBH		\$	\$ 15,000.00	5422		0.5
Baruch College							
Title	First Name	Last Name	Annual Salary	Budget	Internal ID		FTEs
Campus Director	Rebecca	Marrero	\$ 58,344.00	\$ 58,775.54	5400	rebecca.marrero@baruch.ccny.edu	1
Borough of Manhattan Community College							
Title	First Name	Last Name	Annual Salary	Budget	Internal ID		FTEs
Campus Director	Argenis	Rodriguez	\$ 108,760.08	\$ 109,564.52	5400	arrod.riguez@bmc.ccny.edu	1
Advisor	Allison	Dillon	\$ 50,000.00	\$ 50,384.62	5412	adillon@bmc.ccny.edu	1
Advisor	Okwera	Chene-Asah	\$ 52,000.00	\$ 52,384.62	5412	okwera@bmc.ccny.edu	1
Advisor	Gabriela	Garcia	\$ 53,782.56	\$ 54,180.36	5412	ggarcia@bmc.ccny.edu	1
Advisor	Andy	Pina	\$ 53,782.56	\$ 54,180.36	5412	apina@bmc.ccny.edu	1
Advisor	Mayville	Luciano	\$ 59,977.84	\$ 60,421.46	5412	mluciano@bmc.ccny.edu	1
Advisor	JR	Cidone	\$ 50,000.00	\$ 19,193.52	5412	lcidone@bmc.ccny.edu	0.38
Attendance Monitor/Program As	Rosearny	De La Cruz	\$ 42,000.00	\$ 42,301.98	5422	rodelaacruz@bmc.ccny.edu	1
Attendance Monitor/Program As	Marlena	Santiago	\$ 42,514.00	\$ 42,815.98	5422	msantiago@bmc.ccny.edu	1
Tutors (part-time)			\$15/hr; 1593 hrs	\$ 23,000.00	5414		
Bronx Community College							
Title	First Name	Last Name	Annual Salary	Budget	Internal ID		FTEs
Campus Director	Denise	Camara	\$ 93,600.00	\$ 94,292.31	5400	denise.camara@bcc.ccny.edu	1
Advisor	Katrina	Greenhill	\$ 58,344.00	\$ 58,775.54	5412	katrina.greenhill@bcc.ccny.edu	1
Advisor	Kirk	Francis	\$ 66,800.00	\$ 66,800.00	5412	kirk.francis@bcc.ccny.edu	1
Advisor	Wendell	Haynes	\$ 53,040.00	\$ 53,432.31	5412	wendell.haynes@bcc.ccny.edu	1
Advisor	Gloria	Quinones	\$ 53,040.00	\$ 53,432.31	5412	gloria.quinones@bcc.ccny.edu	1



John Jay College of Criminal Justice						
Title	First Name	Last Name	Annual Salary	Budget	Internal ID	FTEs
Campus Director	Yelena	Meyses	\$ 70,000.00	\$ 70,502.15	5400	1
Advisor	Sohaila	Fortuna	\$ 57,200.00	\$ 57,623.08	5412	1
Career Specialist	Michelle	Merrick	\$ 50,000.00	\$ 50,307.69	5412	1
Kingsborough Community College						
Title	First Name	Last Name	Annual Salary	Budget	Internal ID	FTEs
Campus Director	Gerald	Maitre	\$ 84,864.00	\$ 85,491.69	5400	1
Advisor	Alison	Van Glad	\$ 52,000.00	\$ 52,384.62	5412	1
Advisor	Mary	House	\$ 53,040.00	\$ 53,492.31	5412	1
Advisor	Alma	Riley	\$ 58,344.00	\$ 58,775.54	5412	1
Advisor	Alison	Murray	\$ 54,080.00	\$ 54,480.00	5436	1
Attendance Monitor/Program As	Aneka	Ramcharitar	\$ 40,800.00	\$ 40,800.00	5422	1
Tutors (part-time)			\$15/hr: 1100 hrs	\$ 16,500.00	5414	
Laguardia Community College						
Title	First Name	Last Name	Annual Salary	Budget	Internal ID	FTEs
Campus Director	Ada	Redor	\$ 84,008.00	\$ 84,675.69	5400	1
Advisor	Jessica	Rodriguez	\$ 55,620.00	\$ 56,035.86	5412	1
Advisor	Majwie	Muniz	\$ 57,680.00	\$ 58,110.77	5412	1
Advisor	Kimberlee	Vogel	\$ 57,680.00	\$ 58,110.77	5412	1
Advisor	Tatyana	Fridrikova	\$ 53,000.00	\$ 53,342.85	5412	1
Career Specialist	Erica	Guzman	\$ 53,282.93	\$ 53,680.86	5436	1
Tutors (part-time)			\$15/hr: 1233 hrs	\$ 18,500.00	5414	
Lehman College						
Title	First Name	Last Name	Annual Salary	Budget	Internal ID	FTEs
Campus Director	Tara	Carson Pace	\$ 68,000.00	\$ 68,484.62	5400	1
Advisor	Jacqueline	Hylton	\$ 58,698.64	\$ 59,132.80	5412	1
Career Specialist	TBH		\$ 51,679.00	\$ 51,679.00	5436	1
Advisor	Stephanie	Parra	\$ 57,200.00	\$ 57,623.08	5412	1
Attendance Monitor/Program As	Keira	Gaton Feliz	\$ 36,940.00	\$ 30,216.49	5422	0.8
Madgar Evers College						
Title	First Name	Last Name	Annual Salary	Budget	Internal ID	FTEs
Campus Director	Kimberly	Barks	\$ 89,301.00	\$ 89,967.52	5400	1
Advisor	Sabine	Blackmond	\$ 47,277.00	\$ 47,630.08	5412	1
Advisor	Athaa	Smith	\$ 57,783.00	\$ 58,214.54	5412	1
Attendance Monitor/Program Ad	Jimani	Fulton	\$ 15,423.00	\$ 16,004.33	5422	0.54
Career Specialist	Berlice	Swinton	\$ 57,783.00	\$ 58,214.54	5436	1
Tutors (part-time)			\$15/hr: 400	\$ 6,000.00	5414	

New York City College of Technology							
Title	First Name	Last Name	Annual Salary	Budget	Internal ID		FTEs
Campus Director	Marilyn	Sone	\$ 114,615.83	\$ 115,473.48	5400	mson@citytech.cuny.edu	1
Co-Director	Fausta	Campusano	\$ 68,555.26	\$ 69,068.24	5401	fcampusano@citytech.cuny.edu	1
Liaison	Sumon	Miah	\$ 60,681.81	\$ 61,135.88	5409	smiah@citytech.cuny.edu	1
Advisor	Jeff	Victor	\$ 58,914.68	\$ 59,355.53	5412	jvictor@citytech.cuny.edu	1
Career Specialist	Bibi	Rozario	\$ 53,558.80	\$ 53,959.57	5436	brozario@citytech.cuny.edu	1
Tutors (part-time)			\$15/hr; 1266 hrs	\$ 19,000.00	5414		
Queens College							
Title	First Name	Last Name	Annual Salary	Budget	Internal ID		FTEs
Campus Director	Meryl	Mintzer	\$ 60,000.00	\$ 60,431.54	5400	merylmintzer@cuny.edu	1
Advisor	Tungela	Thompson	\$ 32,760.00	\$ 13,204.80	5422	taungela.thompson@qc.cuny.edu	0.4
Queensborough Community College							
Title	First Name	Last Name	Annual Salary	Budget	Internal ID		FTEs
Campus Director	Janelle	Allen	\$ 60,000.00	\$ 60,423.80	5400	jallen@qcc.cuny.edu	1
Advisor	Antoinette	Gray	\$ 50,000.00	\$ 50,384.62	5412	agray@qcc.cuny.edu	1
York College							
Title	First Name	Last Name	Annual Salary	Budget	Internal ID		FTEs
Campus Director	George	Nicholson	\$ 58,344.00	\$ 58,775.54	5400	gnicholson1@york.cuny.edu	1
Advisor	Luciana	Jean-Almee	\$ 45,045.00	\$ 38,780.00	5412	ljeanalmee901@york.cuny.edu	0.8

Contracted Service Name	Purpose	Budget Amount	RF Code
1 Calendly	Online resource to for students to schedule appointments with Advisors	\$ 9,000	
2 Signal Vine	Text messaging service for campus staff to communicate with students	\$ 16,000	
3 Tutor.com	Online tutoring service for students (pilot at C	5000	
4			
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7			

University Director	Central Office position. Responsible for overall strategic vision for program, program operations and management, achieving performance goals, reporting, budgeting and financial management. Supervises Central Office staff. [Fringe FT - 35%].
Deputy Director	Central Office positions (three). Primary point of contact for six campuses each providing periodic check-in calls, site visits, and overall guidance on program goals and policies, implementation strategies, and management coaching. Individual staff members lead the Central Office efforts around professional development/advisement and marketing; data collection and reporting; and compliance. [Fringe FT - 35%]
Program Coordinator	Central Office position. Responsible for day-to-day operations of the HRA Work Study Program including primary point of contact for all campuses for any Work Study related issues; troubleshoot issues with payroll and the Research Foundation; develop and oversee Summer Enrichment Academy and other summer volunteer activities. Supervision of two Central Office staff. [Fringe FT - 35%]
REPS	Internal unit within the Office of the Senior University Dean for Academic Affairs. Funds cover portions of multiple staff people responsible for data matching and data transfer between HRA and CUNY, attendance and service roster reports, demographic and academic outcomes, and interfacing with the other internal University data and research entities. [Fringe FT - 35%]
Administrative Coordinator	Central Office position. Responsible for managing WSP New Start Orientations, producing bi-weekly enrollment reports, submitting all WSP documentation to HRA for non-compliance, employment and terminations, primary point of contact for campus staff issues with WSP rosters. [Fringe FT - 35%]
Fiscal Coordinators	Central Office positions (3.5 FTEs). Responsible for conducting bi-weekly Research Foundation Orientations, completing all new hire paperwork, and entering students into payroll system. Produce monthly activity reports, add and remove students from payroll throughout the year, and address any payroll issues (lost checks, stop payments, back pay). [Fringe FT - 35%]
Prof Dev./Curriculum Des	Central Office position responsible for curriculum development for CUNY EDGE seminars and training curriculum for professional staff development activities including advisement technique, facilitation skills, and compliance. [Fringe FT - 35%]
Database Manager	Central Office position. Responsible for overall data and reporting, production of all CUNY EDGE monthly, semester, and annual reports. [Fringe FT - 35%]

Campus Director	Manage efficient delivery of all program components including advisement, workshops, career development, internships, tutoring, and compliance issues. Use data for day-to-day program management and to evaluate program quality. Cultivate and maintain relationships with all campus units to meet the needs of students. Work closely with college leadership and the Central Office to ensure program quality. Oversee a staff of advisors, career and work readiness specialists, attendance monitor, and tutors (where applicable). Communicate program priorities to staff. Manage program budget including personnel and other expenses, in coordination with campus grants office. Work with campus leadership on various college-wide initiatives as it relates to retention and persistence of at-risk students. Actively participate in team meetings and trainings. [Fringe FT - 35%]
Advisors	Provide direct student services to support students to graduation; Conduct individual and group advising for a caseload of up to 200 students using an "intrusive" and developmental advisement model; Conduct assessments, review student progress, including degree mapping and transition planning; Complete HRA paperwork and liaise with HRA to address issues with students public assistance case (W700D, attendance, child care, closed case, etc.); Maintain student case files including case notes, participation/attendance documentation; Complete timely and accurate data entry into the program and agency systems, including, but not limited to, DMS, NYCWAY, DTS, TPTS, and CUNYfirst; Facilitate personal and professional development seminar series; Conduct bi-weekly orientations for new students in the Work Study program; Work with student to address any issues impacting participation in program activities; Identify and refer students in need of additional psychological, financial, career or academic services; Coordinate with other campus programs, specifically ASAP, SEEK, and CD, as needed; Research and help students apply for internships, scholarships, and opportunity programs; Work closely with college leadership and the Central Office to ensure program quality; Participate fully in professional development opportunities; Monitor and report attendance in classes, work, and internships; Provide exceptional customer service; and Perform related duties as assigned. [Fringe FT - 35%]
Career Specialist	Develop curriculum, facilitate personal and professional development seminars; Identify on-campus and off-campus placements for HRA Work Study participants; Conduct Bi-Weekly Orientations for WSP New Starts; Conduct job readiness workshops including resume review, internviews, and job serch techniques for all students; Complete data entry; Assist with monitoring and reporting attendance; Work with students to address employment needs and increase students' career awareness. Assist students with internship and employment applications. [Fringe FT - 35%]

Attendance Monitor/Program Assistant	Manage CUNY EDGE Front desk; Complete and/or collect HRA, college, and Research Foundation paperwork; Monitor attendance in classes, workshops, events, HRA Work Study, Federal Work Study and internships utilizing the required data systems (DMS, NYCWAY, DTS, TPTS, CUNYfirst and Research Foundation payroll RF); Complete data entry quickly and accurately; Secure and organize hard copies as well as digital versions of confidential student files/documents; Support student-centered events by reserving space, communicating with students, managing vendors, maintaining RSVP lists, setting up and taking down event; Design marketing material for events, workshops and program promotion for on campus distribution; Assist Director with vendors, payment preparation and submissions; Assist with ordering supplies and managing supplies inventory; Maintain office forms; Document office procedures and add to appropriate manuals as necessary. [Fringe FT - 35%]
Co-Director	<b>NYCCT title only.</b> Performs two functional roles: (1) Assistant Director; and (2) Senior Advisor. Assists with all day-to-day program operations, i.e., overseeing staff, HRA WSP Students, Manages program inventory and purchases, timesheet keeper, assists with creating PAFs; Provides advisement to the more than 150 students per semester. Liases with campus to leverage resources. Collaborates with staff and campus community to develop programming/workshops/events for students; Works closely with the advisement office, FA, Business Office, Registrar, Counseling, CSA, SEEK, ASAP to help students persist to graduation. [Fringe FT - 35%]
Liaison	<b>NYCCT title only.</b> Effectively performs three separate job functions: (1)Attendance Verification Monitor: (Smart Evals, TPTS, DTS), (2) Data Manager Specialist, and (3) Manages the HRA WS Program. Also responsible for all coding and CUNYfirst reports; he is the "go-to-person" for DMS implementation, program data, and technologies; conducts workshops; orientation; and liaises with college community to develop WS sites; establishes and maintains communication with the faculty WS site supervisors and students, which significantly contributes to student attendance rates. Will implement new program engagement/attendance model to support students' college persistence and HRA compliance. [Fringe FT - 35%]
Tutors	Provides individual and group tutoring to CUNY EDGE students primarily in general education courses such as math, statistics, and writing. [Fringe PT - 8%]
Faculty Release Time	Funds to support the engagement of faculty with CUNY EDGE including internal research projects related to students on public assistance, curriculum development, etc. [Fringe \$1%]

Note: For campuses that do not have separate Advisors, Attendance Monitors, or Career Specialists, all of the responsibilities of these positions are assumed by other staff. The program expectations are similar across all campuses. Campuses with smaller staffs rely on more leveraged resources for some program activities, like workshops and tutoring.