



GRADcafé
by Project GRAD

JOB DESCRIPTION

TITLE: Administrative Assistant

DEPT: Project GRAD

REPORTS TO: Director of Project GRAD

PURPOSE

Project GRAD's mission is to improve lives in low-income communities by helping students develop and achieve their educational aspirations. The Program Admin Coordinator is an essential member of the Project GRAD team who provides administrative support for the Program Director and all GRAD staff and programs.

PRIMARY RESPONSIBILITIES / DUTIES

1. Coordinate coverage for the front desk, answer the main phone line, greet visitors, and receive shipments.
2. Organize and inventory supply rooms.
3. Serve as the main communication point with Tejano Center's main office. Collect and submit staff paperwork to the appropriate Tejano Center department.
4. Establish and maintain a check-out system for all GRAD technology. Communicate technology issues and needed support to Tejano Center IT.
5. Maintain Project GRAD's professional memberships.
6. Maintain copier.
7. Administrative support for Director of Project GRAD, including maintaining contacts, calendar, and PTO requests.
8. Organize administrative support for GRAD programs, including mail, bulk mail, fax, copying, and filing.
9. Coordinate purchasing of office supplies and other materials to support programs.
10. Coordinate with Tejano Center main office on conference registration and travel arrangements.
11. Register program staff for webinars, luncheons, and other events.
12. Secure meeting space, food, and A/V equipment for meetings and programs.
13. Support GRAD staff with data entry as needed.
14. Other duties as assigned to support GRAD programs.



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PRIMARY CONTACTS & PURPOSE

1. Reports to Director of Project GRAD
2. Exchange information and coordinate work with Tejano Center staff from all departments as necessary.

EDUCATION & CERTIFICATIONS

Bachelor's Degree or equivalent work experience preferred.

REQUIRED SKILLS

Mission-driven, with a passion for empowering GRAD Scholars and families.

Integrity and good judgment.

Excellent interpersonal skills and ability to work collaboratively in a team environment.

Excellent verbal and written communication skills.

Excellent organizational skills and attention to detail.

Flexibility and the ability to adapt to change.

Self-motivated. Takes initiative and ownership of work and results. Strong customer service ethic.

Strong time management. Ability to work effectively in a fast-paced, deadline-driven environment.

Proficiency with Microsoft Word, Excel, Teams, google drive, and Salesforce.

Professional telephone and receptionist greeting skills.

Bilingual in English and Spanish preferred.