



## JOB DESCRIPTION



**TITLE:** GRAD Advisor, GRADcafé

**DEPT:** Project GRAD

**REPORTS TO:** Project Manager

### **PURPOSE**

The GRAD Advisor is an essential member of the GRAD team to achieve Project GRAD's mission to improve lives in low-income communities by helping students develop and achieve their educational aspirations. The GRAD Advisor will offer the best-in-class college and career readiness programs and advising to individuals and families through GRADcafé at all service sites, including Raul Yzaguirre Schools for Success, in Harris County.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Provide high-quality college and career programming to individuals and families at service sites, including virtual and drop-in advising, workshops, GRAD Scholar program, and case management in the Aspiring Young Adult (AYA) Program.
2. Refer clients as appropriate for additional services. Research college, career, and financial aid opportunities to best inform clients.
3. Document work on sign-in sheets and in database accurately and promptly, including recruitment, enrollment, and participation in GRAD programs, counseling notes, progress through milestones, development and achievement of educational aspirations, and college enrollment and graduation.
4. Raise the rates of enrollment in, persistence thorough, and graduation from college and certificate programs for GRAD Scholars and AYA, with an emphasis on credentials leading to employment in high-demand, high-growth careers.
5. Utilize data and reporting to inform planning, ensuring resources of time and effort are effectively mobilized to achieve client outcomes.
6. Build relationships with visitors to GRADcafé, noting opportunities for new partnerships and connecting potential partners with the Project Manager.
7. Report regularly to the Project Manager and Director of Project GRAD & NOVA Academy regarding assigned programs and projects.
8. Research, update, and maintain resource and knowledge library. Participate in local, state, and national level professional training.
9. Other duties as assigned to support the success of GRAD and Tejano Center programming.



**GRADcafé**  
by Project GRAD

## **EDUCATION, EXPERIENCE, & SKILLS**

- Bachelor's Degree required.
- A record of succession supporting young adults to achieve college and career readiness and success.
- Possess integrity and good judgment with the ability to work collaboratively with a team in a fast-paced, deadline-driven environment.
- Excellent organizational skills and attention to detail. Flexibility and the ability to adapt to change.
- Self-motivated with strong time management. Takes initiative and ownership of work and results. Strong customer service ethic.
- Ability to regularly work an adjusted schedule including evening and weekend hours as programming demands.
- Experience managing relationships and joint projects between organizations and other Tejano Center for Community Concern programs.
- Bilingual in English and Spanish preferred.
- A minimum of one year of relevant work experience is required.
- Valid Texas Driver's License, proof of liability insurance, ability to travel to meeting locations as needed.
- Proficiency in Microsoft Office Suite (e.g., Outlook, Word, Excel, PowerPoint, and Teams) and Google Drive. Salesforce experience preferred.