

<b>Job Title</b>	GRAD Advisor
<b>Employer/ Agency</b>	Project GRAD Houston  Project GRAD’s mission is to improve lives in low-income communities by helping students develop and achieve their educational aspirations.
<b>Job Description</b>	<p>The GRAD Advisor is an essential member of the GRADcafé team who advises individuals and families through GRADcafé on the Go and who administers the Aspiring Young Adults Program.</p> <p><b><u>OBJECTIVES</u></b></p> <p>In collaboration with Houston Community College and the Harris County Public Library:</p> <ol style="list-style-type: none"> <li>1. Offer best-in-class college and career-readiness advising and programs to Harris County individuals and families through GRADcafé on the Go, including drop-in counseling, workshops, and the Aspiring Young Adults (AYA) program.</li> <li>2. Empower Harris County students and AYA and their families, providing them the knowledge, experiences, and support they need to develop and achieve their educational and career aspirations.</li> <li>3. Inform individuals and families about services available through the various GRADcafé locations. Raise the rates of visits at GRADcafés and enrollment in, persistence through, and graduation from college and certificate programs for AYA, with an emphasis on credentials leading to employment in high-demand, high-growth careers.</li> </ol> <p><b><u>PRIMARY RESPONSIBILITIES/DUTIES</u></b></p> <ol style="list-style-type: none"> <li>1. Travel alongside the GRADcafé on the Go van to provide high-quality college and career advising to Houston’s students and families. Refer students as appropriate for additional services. Research college, career, and financial aid opportunities in order to best inform students and families.</li> <li>2. Offer high-quality college and career-readiness programs, including the AYA Program, introductory presentations, and workshops, to students and families at base of operation and locations throughout Harris County. Manage partner relationships and ensure program goals and contractual obligations are met.</li> <li>3. Case manage students and AYA as assigned. Provide individual guidance to assigned students and AYA and support their utilization of quality programs and resources provided by GRAD and other organizations.</li> <li>4. Document work on sign-in sheets and in database accurately and promptly, including: recruitment, enrollment, and participation in GRAD</li> </ol>

	<p>programs, counseling notes, progress through milestones, development and achievement of educational aspirations, and college enrollment and graduation.</p> <ol style="list-style-type: none"> <li>5. Utilize data and reporting to inform planning, ensuring resources of time and effort are effectively mobilized to achieve student and family outcomes.</li> <li>6. Build relationships with hosting site partners and visitors to GRADcafé on the Go, noting opportunities for new partnerships and connecting potential partners with the Innovation Manager as appropriate.</li> <li>7. Report regularly to the Innovation Manager regarding assigned programs and projects.</li> <li>8. Other duties as assigned to support the success of GRAD programs.</li> </ol>
<b>Qualifications</b>	<p><b><u>EXPERIENCE</u></b></p> <p>Experience supporting young adults to achieve college and career readiness and success.</p> <p>Experience managing relationships and joint projects between organizations.</p> <p>One year of relevant work experience required.</p> <p><b><u>EDUCATION &amp; CERTIFICATIONS</u></b></p> <p>Bachelor's Degree required.</p>
<b>Salary/Hours</b>	Negotiable. Full-time, must have evening and weekend availability as programming demands.
<b>Employer/Agency</b>	Project GRAD Houston
<b>Address</b>	3100 Main St., Suite 701A
<b>City, State, Zip</b>	Houston, TX 77002
<b>Email Address</b>	<a href="mailto:jobs@projectgradhouston.org">jobs@projectgradhouston.org</a>
<b>Application Method</b>	Email cover letter and resume to <a href="mailto:jobs@projectgradhouston.org">jobs@projectgradhouston.org</a> , please visit <a href="http://projectgradhouston.org">projectgradhouston.org</a> to see full job listing
<b>Opening Date</b>	4/30/2019

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