

## High School Advisor Job Description

First Graduate, a non-profit organization located in San Francisco, helps young people finish high school and become the first in their families to graduate from college. Through a combination of academic support and instruction, high school and college counseling, individual mentoring, and career exploration, First Graduate engages young people in a 10+ year comprehensive program designed to increase knowledge, improve skills, and build confidence.

### Position Overview

The High School Advisor plays a critical role in achieving First Graduate's mission by ensuring that our students have the information, guidance, and support they need in order to be strong candidates for college acceptance. The High School Advisor will work with a small, dedicated team of advisors and other program staff to offer regular advising check-ins with students individually and in small group settings, create and facilitate workshops for students on best practices for college preparation, and support in event planning.

Reporting to the Director of Programs and working closely with other members of team, the High School Advisor must possess excellent communication, problem-solving, and project management skills. The ability to stay organized and manage multiple students on a caseload as well as multiple projects is a must.

### Specific Responsibilities

- Advise a caseload of First Graduate students. Advising will include ensuring students know best practices in college preparation, giving social-emotional and wellness support, and supporting the student in their own problem-solving and goal-setting processes
- Meeting with families and students to support in understanding financial aid, the college application process, and building a college-going culture
- Keeping detailed advising and case notes
- Support in the training of Advising Associates and Interns
- Planning and facilitating workshops that provide cohorts of students best practices in college preparation
- Planning and execution of First Graduate events, which may include college tours, career days, and student conferences
- Provide input on programmatic and strategic planning for the Program Team and for First Graduate
- Maintain and productive working relationships with First Graduate partners, which may include different high schools, other CBO's, and donors
- Other duties as assigned

### Qualifications:

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# F<sup>1</sup>ST GRADUATE

- At least 2 years of experience in college advising
- Knowledge of and experience in the college application processes for California Community College, CSU system, UC system, and Common Application
- Knowledge of and experience with FAFSA, Dream Application, and other scholarship applications
- Knowledge of and experience with interpreting financial aid award letters for students and families
- Fluency in Spanish or Cantonese a plus
- Experience working with diverse student populations
- Experience managing multiple projects
- Excellent communication skills, both verbal and written
- Excellent problem solving skills
- Excellent computer skills, including Google applications, Microsoft Office and other commonly used software/web applications;
- Strong work ethic; highly self-motivated
- Bachelor's Degree from an accredited institution
- Good sense of humor a plus!

## **Additional Requirements**

- All employees are required to successfully pass a criminal background check via Department of Justice and FBI LiveScan fingerprinting
- All employees are required to successfully show proof of a recent negative TB test

## **Compensation**

- Salary range: \$48,000 - \$51,000 commensurate with demonstrated skills and experience
- Excellent benefits package, including full medical, dental, and 403(b) (employee contributions)

## **To Apply**

Please send a cover letter and resume to: Eric Guico, Director of Programs, [eguico@firstgraduate.org](mailto:eguico@firstgraduate.org). Applications will be accepted until the position has been filled. Please note that due to the large number of applications received, only candidates who are invited to the first-round interview will be contacted.

## **Non-Discrimination Policy**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, age, or protected veteran status.

For more information about First Graduate please visit [www.firstgraduate.org](http://www.firstgraduate.org)

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