

## College & Career Advisor Job Description

First Graduate, a nonprofit organization in San Francisco, helps students become the first in their families to graduate from college ready to pursue careers that are meaningful to them. 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 College & Career Advisor plays a critical role in achieving First Graduate's mission by ensuring that our students have the information, guidance, and support they need to successfully navigate all parts of college and become ready to pursue careers of their choice.

The College & Career Advisor will work with a small, dedicated team to offer regular advising check-ins with students individually and in small group settings, create and facilitate workshops on best practices for college and career success, keep detailed records and support in event planning.

Reporting to the College & Career Program Manager and working closely with the other members of the team, the College & Career Advisor must possess excellent communication, problem-solving, and project management skills. The ability to stay organized while working with multiple students and managing multiple projects is a must.

This is a 1 year position with the possibility of renewal based on funding and performance.

### Specific Responsibilities

- Advise a caseload of students in all aspects of college and career development, including navigating college systems, financial aid and scholarships, choosing majors, career support, and internships.
- Work closely with Promise Scholars
- Keep detailed records and case notes on student progress
- Coordinate and facilitate workshops on college success
- Co-coordinate and support our first year college mentoring program
- Support with college team and other First Graduate events
- Input student data and analyze data for program improvements and reporting
- Develop and maintain productive working relationships with First Graduate partners, which may include different colleges, other CBO's, and donors
- Create communication materials for the college program including newsletters and social media
- Other duties as assigned

### Qualifications:

- At least 2 years of experience in advising, mentoring, and/or program coordination
- Knowledge of and experience with guiding students in successfully navigating college
- Knowledge of and experience with FAFSA, Dream Application, and other scholarship applications

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- Knowledge of and experience with coaching and motivating students
- 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: \$54,080 - \$58,020 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: Mubeenah Shaikh, College & Career Program Manager, [mshaikh@firstgraduate.org](mailto:mshaikh@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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