INTERNATIONAL LEADERSHIP OF TEXAS

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body, and character.

Job Title: Alumni Advisor **Exemption Status/Test:** Exempt

Reports to: Chief of International Affairs/Executive Director of Federal Programs

Dept./School: Headquarters

This is a GRANT FUNDED position, as part of the Department of Education Charter Schools Program CMO Replication and Expansion Grant. 100% of this position's time and effort must be spent in support of the CSP CMO Replication and Expansion Grant. Funding for this position is contingent upon the continuation of grant funds.

Primary Purpose: Provides support and counseling to current alumni in college (focusing on college persistence, degree and certification completion, and career readiness). Alumni Advisor advocates for greater support and investment for ILTexas alumni, including low-income, underrepresented, and/or first-generation college students to help eliminate barriers to college matriculation and graduation. This role requires excellent communication and attention to detail and deadlines.

Qualifications:

Must be a U.S. citizen or Permanent Resident.

Education/Certification:

- Bachelor's degree in Education or a related field from an accredited university

Special Knowledge/Skills:

- 2+ years' experience working in college readiness, college success, and/or college access
- Excellent communication skills
- Bilingual preferred but not required

Major Responsibilities and Duties:

1. Building relationships with campus support offices including financial aid, student support services, counseling, and career services on college campuses where our alumni enroll and helping students identify and use necessary support offices.

2. Teaching ILTexas alumni who are not making satisfactory academic progress how to seek support and improve their academic standing through seminars or one-on-one tutoring sessions.

3. Providing ILTexas alumni with consistent information on college scholarships and organizations focused on college persistence and completion.

4. Outreaching to and supporting ILTexas alumni who are not enrolled in college and creating college matriculation plans for those students.

5. Tracking ILTexas alumni progress and data (contact information, grades, financial aid, scholarships, etc.) and identifying trends among college-aged alumni.

6. Aiding ILTexas alumni in planning for transition to work or graduate school at the completion of college and other post-secondary programs.

7. Providing opportunities for ILTexas alumni to mentor or network with high school students to encourage increased college-going and enrollment in post-secondary programs.

8. Providing ILTexas with feedback regarding academic rigor, school culture, and counseling services of the various colleges alumni attend.

9. Must have access to insured and reliable transportation in order to travel to and from ILTexas campuses and college/university campuses at which ILTexas alumni are enrolled.

10. Collaborate with ILTexas departments such as (but not limited to) Guidance and Counseling, Academic Success Program, Advanced Academics, Student Leadership, etc. to ensure that ILTexas alumni receive adequate supports for post-secondary completion.

11. Other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals, standard instructional equipment.
Posture: Moderate standing; occasional kneeling, squatting, bending, and stooping
Motion: Moderate walking
Lifting: Regular light lifting and carrying (less than 15 pounds)
Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise
Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by:_____ Date: _____

Received by:_____ Date: _____



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