



opportunity unlocked

80 Maiden Lane, Suite 706 New York, NY 10038 Phone: 212-430-5980 Fax: 212-430-5981 www.oliverscholars.org

DIRECTOR OF ADMISSIONS & PLACEMENT

Organization Summary: Oliver Scholars prepares high-achieving Black and Latino students from underserved New York City communities for success at top independent schools and prestigious colleges. We provide crucial support for our Scholars so they can realize their full potential and ultimately give back to the city, the nation, and the world.

Position Summary and Reporting: Reporting to the CEO, the **Director of Admissions & Placement** is a key member of the organization and serves on the Leadership Team. S/he has both an internal and externally facing role and is responsible for operational success for the Admissions and Placement department. The Director must have admission experience, knowledge of independent day and boarding schools, managerial skills, an engaging personality, and a desire to help people. The Director must be a creative and innovative thinker, excited and motivated by working with underserved youth and their families, able to prioritize, organize, and multi-task in a fast-paced entrepreneurial environment. S/he must also be able exercise good judgement, think strategically and critically and be capable of developing relationships that will further the mission of Oliver Scholars.

RESPONSIBILITIES

Admissions and Placement

- Develop and maintain relationships with a network of representatives from feeder schools, churches, civic, and community-based organizations, Alumni, and other volunteers
- Design and lead presentations that accurately and competently explain the educational programs available to our students
- Create a strategy for recruitment activities that are aligned with our institutional brand, mission and long range plan
- Oversee the coordination and execution of Testing Days (benchmark and official)
- Create a plan for and oversee the execution of a strategy to increase our conversion rate between inquiries and applicants
- Develop and train staff on admissions best practices
- Train and lead admission and placement team on advocating for candidates with our partner school leaders and admissions officers

- Oversee the development and execution of all placement related activities, including but not limited to parent and student workshops on interviewing, financial aid, and test preparation
- Manage all relationships with vendors associated with school placement (for ex. EMA, ERB, Ravenna, etc.)
- Lead the admission and placement team on individual family counseling and curating school list based on fit
- Develop and execute a growth strategy for partner schools
- Steward relationships with and instill enthusiasm for our program at our Partner Schools

Other/Misc.

- Co-lead the Summer Program with Director of Scholar Support which includes curriculum planning and hiring of faculty and staff
- Plan and lead the Fall, Winter, and Spring Classes initiative which includes, hiring faculty, identifying classroom space, managing workflow of full-time staff, and overseeing data collection
- Collaborate with the Director of Scholar Success as needed on a variety of Scholar related initiatives including planning and executing Recognition Ceremony
- Participate in Oliver's organizational and fundraising efforts as requested (e.g. providing content for grant proposals, funder visits, and Annual Gala)
- Collaborate with Manager of Marketing and Communications in the development of printed communications and social media strategies as it relates to student recruitment
- Assist with projects and other duties as needed and requested within the organization
- At times, staff will be required to perform additional duties beyond those specified. Management retains the discretion to change the duties of the position at any time

QUALIFICATIONS

- Bachelor's degree required, Master's degree preferred
- 5+ years of college or selective high school admissions and/or student placement at selective schools
- Proven supervisory experience in a high-volume, fast-paced, student-centered environment
- Deep understanding of the broad educational issues facing educational systems and students of color in particular
- Excellent verbal and written communication skills including the ability to lead or facilitate meetings
- Proven ability to counsel students and families
- Demonstrated ability in building partnerships
- Willing and able to work evenings and weekends as needed
- Bilingual (English/Spanish) a plus
- Valid driver's license; able to do some domestic travel

DESIRED COMPETENCIES

- **Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values
- **Adaptability** - Adapts to changes in the work environment; willing to learn new techniques and procedures; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events

- **Innovation & Initiative** - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention; looks for, and takes advantages of, opportunities
- **Planning/Organizing & Project Management** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans; communicates changes and progress; completes projects on time and budget
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; listens to others without interrupting; keeps emotions under control; has ability to look at situations from several points of view and work collaboratively with individuals at all levels (internally and externally); remains open to others' ideas and tries new things
- **Analytical Skills** - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures; aligns work with strategic goals
- **Judgement & Leadership** - Displays willingness to make decisions; exhibits sound and accurate judgment; includes appropriate people in timely decision-making process; exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback
- **Strategic Thinking & Problem Solving** - Identifies and resolves problems; develops alternative solutions; uses reason even when dealing with emotional topics; develops strategies to achieve goals; understands organization's strengths and weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions

HOW TO APPLY: For consideration, please forward your cover letter and resume to jobs@oliverscholars.org. Please note, “**(Director of Admissions & Placement) – (your last name)**” in the subject line of your email. Only applicants under consideration will be contacted. No phone calls, please.

A diverse workforce and open culture are at the heart of our organization and vital to our success. Oliver Scholars is an equal opportunity/affirmative action employer. All qualified applicants will be considered for employment without discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, citizenship status, or current employment status. Candidates who identify as members of historically underrepresented groups are highly encouraged to apply.