



opportunity unlocked

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## SCHOLAR ACTIVITY DEAN

**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 Director of Scholar Success, the **Scholar Activity Dean** will coordinate the details for all of our programmatic events throughout the year. In collaboration with the Director of Scholar Success, the Dean will plan and execute both major and minor events to support Scholars' academic and social-emotional development, managing multiple concurrent timelines and budgets. S/he will be extremely well-organized and detail oriented and have a strong sense of purpose and passion for creating access to education for underserved students.

### Responsibilities:

#### **Program Development and Execution (90%):**

- Collaborate with Director of Scholar Success and Guidance Deans on creating programmatic initiatives that support the social-emotional well-being of Scholars
- Coordinate with the Director of Scholar Success to develop a year-long timeline that details the planning and execution phase for all events; execute plans created
- Manage the logistics for all programs and program-related events
- Cultivate relationships with host sites and vendors
- Spearhead special projects such as our mentor program, internship or job opportunities, or partnerships with educational opportunity programs (e.g., Posse, Questbridge, HEOP, etc.)
- Create and document a framework for a high-functioning Oliver Parent Council; support the Oliver Parents Council with execution of organized events
- Track attendance at each program and record in database
- Work with Director of Scholar Success to create a program evaluation process with a focus on outcomes; implement evaluation system and use findings to improve offerings
- Facilitate open line of communication between the programs team and the Director of Development to ensure all speaker/volunteer/corporate partner information is shared between departments

#### **Other Duties (10%):**

- Collaborate with other program departments as needed on a variety of Scholar-related initiatives
- Participate in Oliver's organizational and fundraising efforts as requested (e.g., Annual Gala and grant proposals)
- Collaborate with Director of Marketing and Communications in the development of printed communications and social media strategies as it relates to currently enrolled Scholars
- Assist with projects and other duties as needed and requested within the organization

## QUALIFICATIONS

- Bachelor's Degree required
- Bilingual (English/Spanish) is preferred
- Excellent writing and public speaking skills
- 2+ years experience organizing/planning programs or events
- Experience working with youth
- Willing and able to work evenings and weekends
- Valid driver's license is required

## 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](mailto:jobs@oliverscholars.org). Please note, "**(Scholar Activity Dean) - (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.