



80 Maiden Lane, Suite 706 New York, NY 10038 Phone: 212-430-5980 Fax: 212-430-5981 [www.oliverscholars.org](http://www.oliverscholars.org)

---

## Program Associate & Site Administrator

**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 Admissions & Placement and Director of Scholar Success (Dual Reporting), the **Program Associate & Site Administrator** is a key member of the Admissions & Placement and Scholar Success teams (Programs). S/he must be an energetic professional who believes in our mission and is willing and able to wear multiple hats. S/he must be reliable and well organized to handle parents, students and faculty during our Saturday classes each term and our 5-week Summer Program. The Program Associate & Site Administrator must have teaching experience, be capable of thinking strategically, be detail oriented, have strong follow-through skills, execute administrative tasks as required by the programs team, and exercise good judgement.

This position requires a Tuesday-Saturday schedule during most of the school year, and Monday-Friday schedule during the summer.

### Responsibilities:

#### Program Assistant

- Liaise with vendors, partner schools and families
- Collect report cards/transcripts, standardized test scores, and enter into database
- Coordinate mass communications with students and families
- Respond to general questions regarding the organization and program offerings
- Manage the calendars of the program directors
- Assist with projects and other duties as needed and requested within the organization

#### Site Administrator

- Manage student attendance and follow-up as needed
- Write report at the end of each semester
- Create and manage student lists to be used in cases of emergency
- Manage parent communications on site
- Conduct faculty observations periodically
- Manage teaching faculty and have the ability to serve as a substitute if necessary
- Set-up class space at the beginning of the day and ensure space is in good shape at the end of classes

- Liaise with the staff on-site and help negotiate space needs
- Assist in securing alternate space sites when necessary and appropriate

### Qualifications

- Bachelor's degree
- Experience as a classroom teacher
- Proven supervisory experience
- Deep understanding of the broad educational issues facing educational systems and students of color in particular
- Excellent verbal and written communication skills
- Proven ability to counsel students and families
- Ability to work some evenings and weekends as necessary **(This includes a week away during the summer for our boarding program)**
- Bilingual (English/Spanish) a plus

### 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, **“Program Associate & Site Administrator – (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.