



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

## Assistant Director of Admissions

**Organization Mission:** Oliver Scholars prepares high-achieving Black and Latinx 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 and Placement, the **Assistant Director of Admissions** is an integral part of the organization. S/he has both an internal and external-facing role and therefore must be flexible and able to communicate effectively with people at all levels. The Assistant Director must have an engaging personality, exceptional interpersonal skills, and a desire to help people, as well as be eager to develop and deepen collaborations with schools and community-based organizations. S/he must be extremely detailed-oriented, have excellent organization skills, and be able to prioritize tasks and meet deadlines. The Assistant Director should be motivated by working with underserved youth and their families and excited by working in an entrepreneurial environment where being innovative and creative is celebrated. During certain times of the year, the Assistant Director may be required to work Tuesday - Saturday.

### RESPONSIBILITIES

#### *Recruitment & Admissions:*

- Develop and maintain relationships with a network of representatives from feeder schools, churches, civic and community-based organizations, Oliver Alumni, and other volunteers
- Lead presentations for families and schools that accurately and competently explain the admissions process and the educational opportunities available at Oliver in English and Spanish
- Attend middle school and high school fairs/open houses
- Assist with organizing large mailings for all public, private, and parochial schools
- Assist with research and analyze data of NYC public and charter schools
- Communicate with nominators and families on a regular basis to give updates, request documents, and answer questions
- Screen and read applications for prospective students, collaborate with the Director of Admissions and Placement to decide on applicants
- Maintain general knowledge of Oliver's program activities and requirements
- Regularly update database of school personnel, applicants, and volunteer contacts
- Manage volunteers at Oliver admissions-related events
- Coordinate and administer the standardized tests required for admission and placement.

#### *Scholar Support:*

- Provide support during Winter and Spring SIP Classes
- Proctor independent school admissions exams
- Provide support in the planning and execution of the Summer Scholar Immersion Program (Summer SIP)

which includes the ISAP (independent school application process) curriculum

- Serve as a Student Administrator during the boarding week of the Summer SIP

#### *Other Duties*

- Collaborate with other program directors as needed on Scholar-related initiatives
- Participate in Oliver's organizational and fundraising efforts as requested (e.g., providing content for grant proposals, funder visits, and Annual Gala)
- Assist with projects and other duties as needed and requested within the organization

#### **QUALIFICATIONS**

- Bachelor's degree required;
- 2-4 years' experience working with students and families at another student-focused nonprofit, in K-12 or higher-ed;
- Deep understanding of the broad educational issues facing educational systems, and students of color in particular;
- Outstanding public speaking and writing skills;
- Commitment to the mission of Oliver Scholars;
- Demonstrated ability to work in a collaborative manner;
- Able and willingness to work late evenings as well as a Tuesday -Saturday schedule at times during the year;
- Bi-lingual (Spanish) highly preferred;
- Familiarity with independent schools; and
- Valid driver's license and ability to travel domestically.

#### **DESIRED COMPETENCIES**

- Superior analytical, critical thinking, problem solving, and organizational skills, with meticulous attention to detail and accuracy;
- Collaborative approach to problem solving and ability to work effectively with individuals at all levels (internally and externally);
- Demonstrated ability to work under pressure in a fast-paced, changing environment while conforming to shifting priorities, demands, and timelines;
- Demonstrated willingness to learn new techniques, procedures, processes, and computer programs as needed;
- Ability to look at situations from several points of view;
- A demonstrated commitment to high professional ethics and a diverse workplace.

#### **HOW TO APPLY**

For consideration, please forward your cover letter and resume to [jobs@oliverscholars.org](mailto:jobs@oliverscholars.org). Please note, "**Assistant Director of Admissions**" – **[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.