

# OLIVER SCHOLARS

## ADMISSIONS INTERN

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**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 and Summary Reporting:** Reporting to the Assistant Director of Admissions], the Admissions Intern must demonstrate an ability to work independently as well as collaboratively with team members, faculty, students, alumni, administrators and staff. A flexible work schedule that will include days, evenings, and some weekends is required.

### Responsibilities:

- Contacting prospective families and students to collect necessary documentation needed to enter the program
- Creating social media campaigns to boost our program visibility
- Administrative Data Entry work
- Event Planning
- Assist during Admissions Information Meetings (AIMs), School Fairs, Interview Week, and SSAT Benchmark.
- Analyze data on 2020-2021 admissions season and make recommendations for 2021-2022 admissions season
- Research prospective schools and community-based partners for the 2019-2020 admissions season
- Data Entry into new database system
- Prepare communications, such as memos, emails, invoices, reports and other correspondence
- Write and edit documents from letters to reports and instructional documents

### Qualifications

- Must be enrolled in an accredited undergraduate program
- Minimum 3.0 GPA
- Proficiency in oral and written Spanish
- PT 15-20 hours per week
- Must be available for in person office hours depending on the occasion

### Desired Competencies

- **Takes initiative:** Act on one's own initiative; making the most of opportunities; undertaking tasks, even if it entails risk
- **Analytical:** Understands complex information; making connections; drawing conclusions
- **Creative:** Coming up with new ideas, approaches or solutions
- **Flexible:** Manages to adapt if circumstances change

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- **Written communication:** Is capable of communicating well in writing, even with people who communicate differently
- **Monitors outcomes:** Regularly checks whether work is on schedule
- **Verbal communication:** Understands others and being understood in verbal communication
- **Teamwork:** Work well with others and thrive in a team environment
- **Integrity:** Submits finished work-product that meets your own high standards
- **Commitment to excellence:** Strives to do deliver your best work-product
- **Collaborative learner:** Enjoys working with others to learn on the job

## HOW TO APPLY

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

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