

# PREP *for* PREP

## Director of Undergraduate Affairs

**Organization Summary:** Prep for Prep is an education and leadership development program that creates ethical and effective leaders who reflect our diverse society. Prep identifies New York City's most promising students of color, prepares them for success at the nation's top independent schools throughout the Northeast, and supports their academic and personal growth through college graduation. Today, over 5,000 students and alumni in the Prep for Prep Community are leaders in every field imaginable.

**The Opportunity:** Prep for Prep seeks an energetic and visionary professional to lead Prep's Undergraduate Affairs department. The Director of Undergraduate Affairs will set the strategic priorities for assisting Prep for Prep's 700+ undergraduates to persist and thrive at and graduate from their respective colleges and universities. Nearly 90% of Prep's 3,115 college graduates have earned degrees from the most competitive colleges in the country; 34% have graduated from Ivy League schools. While there is a keen focus on college graduation, the department also encourages young adults to define and achieve success in accordance with their overall well-being. The ideal candidate possesses a deep knowledge of higher education, a passion for building constructive relationships with students, excellent management skills, and the ability to operationalize Prep's mission and vision into programming that supports students.

### ***Primary Position Responsibilities:***

- Develop, update, and implement the strategic plan for Undergraduate Affairs.
- Supervise the Undergraduate Affairs Officers and work with them to maintain regular contact with Prep's undergraduates, to coordinate overall logistical needs of the department, and to develop comprehensive Undergraduate Affairs curricula.
- Develop and maintain a network of contact people at colleges attended by Prep alumni, and become and stay knowledgeable about the resources (and resource people) available to students on campuses.
- Identify and work with Prep alumni who have dropped out of college to encourage and support the resumption of their college careers.
- Organize and implement social events for undergraduates during vacations and summers.
- Organize college transition seminars, workshops, and retreats for rising first-year undergraduates (offered between high school and college).
- Collaborate with Prep for Prep's Counseling, Leadership Development Opportunities, and Alumni Affairs departments to maximize students' potential for success.

### ***Qualifications, Skills, Experience:***

- Bachelor's degree required. Master's degree preferred.
- Three to five years of experience working in College Persistence or Higher Education.
- Experience leading a team, including part-time entry-level and full-time mid-level professionals.

- Excellent communicator, problem solver, and project leader, adept at managing multiple and competing priorities in a timely, efficient manner.
- Ability to work well with undergraduates, colleagues, community stakeholders, and supporters from a range of backgrounds and experiences.
- Ability to exercise sound judgment, provide strategic thought leadership, and interact well with a variety of constituent groups.
- Proficient in the use of database/CRM technology, social media, and other online applications to maximize the use of technology to meet critical department and organizational objectives.
- Commitment to Prep for Prep's mission.

**How to Apply:** Please email a cover letter and resume with the subject line "Director of Undergraduate Affairs" to: [personnel@prepforprep.org](mailto:personnel@prepforprep.org)

Prep for Prep does not discriminate on the basis of race, color, religion, sexual orientation, or ethnic or national origin and is an equal opportunity employer.