



A BETTER CHANCE

## **Assistant Manager for Admissions & Placement, Southeast Region**

Since 1963, A Better Chance has been the only national organization of its kind, working *to increase substantially the number of well-educated young people of color who are capable of assuming positions of responsibility and leadership in American society.*

Reporting to the Southeast Regional Manager and serving as an integral member of the Southeast team, the **Assistant Manager for Admissions & Placement** will be experienced, talented and have an engaging personality. The Assistant Manager will be someone who embraces and articulates well the mission of A Better Chance to prospective students and families; fosters collaborations with schools and community based organizations to grow awareness and engagement across platforms and partnerships; and supports the execution of business processes in order to meet enrollment/placement goals.

**LOCATION:** Atlanta, GA

### **WHAT YOU'LL DO**

#### **Admissions and Placement (70%)**

##### *Recruitment:*

- Develop and maintain relationships with a network of representatives from feeder schools, churches, civic and community-based organizations, alumni and other volunteers
- Design and lead presentations that accurately and competently explain the educational programs available to our students
- Make prompt and effective contact with inquiries and redirect unqualified candidates based on incompatible educational goals or program criteria
- Organize recruitment activities that are aligned with our institutional brand, mission and strategic plan
- Lead the coordination of Benchmark Testing Days in the Southeast region
- Ensure completion of applications by working with applicants and their families
- Read and evaluate student applications

##### *Cohort Development & Placement/Advocacy:*

- Plan and execute annual Summer Skills program in the Atlanta area
- Work with Regional Manager to hire teaching staff for Summer Skills program
- Work with test prep partners to facilitate programs for Candidates in the cohort
- Lead the coordination of Interview Days, Admissions 101, Financial Aid and other admissions readiness related workshops in the Atlanta area
- Spearhead annual testing initiatives in partnership with SSAT
- Assist Regional Manager with school referrals for Candidates in the cohort
- Advocate for our Candidates with school leaders and admissions officers at our Member Schools

##### *Member School Growth & Cultivation*

- Assist Regional Manager with developing strategies for growing Member School base in accordance with our strategic plan
- Develop and maintain relationships with, and instill enthusiasm for our program in our Member Schools through biannual site visits

### **Operations (20%)**

- Assist Regional Manager with analysis to interpret enrollment data using the information collected to direct strategic decisions
- Create, distribute and analyze surveys to assess the efficacy of our admissions readiness programs
- Record all attendance data for regional programs either designed by A Better Chance or conducted in partnership with another organization

### **Other duties (10%)**

- Assist with Scholar support programming such as New Scholar Orientations and End-of-Year Celebrations
- Assist with special projects as needed within the organization

### **WHAT WE NEED TO SEE ON YOUR RESUME**

- Bachelor's degree - required;
- Minimum 3 years' experience working with students and families in Higher-Ed or K-12 admissions;
- Deep understanding of the broad educational issues facing educational systems and students of color in particular;
- Outstanding public speaking and writing skills;
- Experience in creating on-line resources;
- Knowledge of curriculum and survey design;
- Working knowledge of independent schools;
- Demonstrated ability to work with a wide cross section of people at various levels in an organization;
- Ability to prioritize, organize, follow through and multi-task in a fast-paced, entrepreneurial environment;
- Execution focused and able to convert strategy into action and results;
- Self-motivated and flexible; must work well both independently and on a team;
- Fluency in Spanish highly desired.

### **THE X FACTOR**

- You have a valid driver's license (frequent travel throughout Southeast region during the admissions season);
- You are able and willing to work weekends and late evenings throughout the year;
- You are eager to learn new techniques, procedures, processes, and computer programs;
- You combine a talent for strategy and implementation with a passion for results;
- You are a skilled communicator, collaborator, and relationship builder;
- You are inspired by A Better Chance's mission!

### **WHAT WE OFFER**

- The chance to work with talented, passionate professionals
- An organization that offers and values work/life balance
- The opportunity to make a difference in the life of academically talented students of color
- A competitive salary and suite of benefits

### **HOW TO APPLY**

For consideration, please forward your cover letter and resume to [ahelps@abetterchance.org](mailto:ahelps@abetterchance.org). Resumes will be reviewed on a rolling basis. Please note "**Assistant Program Manager Admissions & Placement, Southeast – [your last name]**" in the subject line of your email. Only candidates being considered will be contacted.