

Recruitment and Alumni Programs Specialist

Institute for Recruitment of Teachers (IRT) is seeking an experienced, knowledgeable, and collaborative individual to serve as our Recruitment and Alumni Specialist. Reporting to the Assistant Director/Manager of Programs (ADMP), the RAPS will be responsible for a portfolio of shared responsibilities that range from student advising, recruitment, evaluation, admissions reading and committee work, summer workshop planning, and alumni engagement. In addition, the RAPS will have leadership responsibilities creating, implementing, and managing all processes related to the admissions and recruitment cycles and duties of the IRT. The RAPS will work closely with all members of staff but will retain leadership responsibilities in the aforementioned areas. The RAPS will lead all admissions meetings, work closely with the Executive Director and ADMP in handling recruitment, travel assignments, and online engagement. The RAPS will track all recruitment travel as well as track budget and student intake records for all staff representing IRT during the high-travel season when needed. Due to the ever-evolving COVID-19 pandemic, this role will leverage online platforms to spur recruitment online for both the IRT and Consortium partners. The RAPS will also be responsible for writing reports and compiling data as is needed or requested by the Executive Director and Assistant Director/Manager of Programs. The RAPS will work closely with the Assistant Director/Manager of Programs to plan and lead the yearly admissions retreat in June. This role will also maintain external relationships with non-profit partnerships, universities, and graduate institutions. Finally, as alumni serve as recruiters, ambassadors, and supporters of the program, the RAPS position will work with the ADMP and Executive Director to determine ways to provide support and activate the alumni base. An IRT alumni is strongly preferred to fill this position.

Minimum Job Qualifications:

- A thorough knowledge of all programs and degree fields offered by the IRT
- An academic background in the social sciences or humanities
- A Master's degree in the social sciences, humanities, or education
- A record of successfully working with diverse and underrepresented students
- Knowledge of the educational landscape, including K-12 programs, post-graduate programs, and higher education
- Background in cultivating relationships with organizations that support the historically excluded in higher education
- Mastery of software and technology used in the daily processes and functioning of the office (including but not limited to Canvas, Google, Microsoft Office Suite, Excel, ChromeRiver, Webinars, Zoom/Skype)
- Ability to manage multiple tasks and stakeholders on projects
- Superior teamwork ethic and willingness to collaborate
- Flexibility and adaptability to handle process and program changes, ability to reflect on process changes
- An entrepreneurial spirit: the willingness to self-direct in the area of leadership responsibilities
- Excellent interpersonal, written, and oral communication skills
- Willingness to travel and develop hybrid/virtual recruitment strategies

Leadership Responsibilities

The RAPS will take the lead on managing all processes related to the fall and spring admissions and recruitment cycles for the IRT. The RAPS will be responsible and evaluated both on the following leadership responsibilities as well as her ability to successfully collaborate and complete all shared responsibilities.

- Develop recruitment strategy in conjunction with the Executive Director, taking into consideration budget constraints and projections, target demographics for students and schools, and partnership priorities
- Conduct and record webinars as part of larger recruitment strategy
- Develop admissions templates and documents to track admitted/rejected students during recruitment cycle
- Lead admissions meetings and track student demographics of admitted and waitlisted students
- Co-lead admissions retreat with Assistant Director/Manager of Programs
- Generate budget/expense compiling efficacy of recruitment trips and campaigning, including but not limited to travel reports, expense reports, log of schools visited, discrete information on students interviewed
- Coordinate communications efforts to make visible recruitment campaigns for IRT; i.e. social media presence, mailings, website
- Generate twice-yearly reports written under the direction of the Assistant Director and the Executive Director in accordance with the needs of the office
- Make formal presentations to the IRT Advisory Board, Executive Committee, or other relevant stakeholder group regarding information/findings relevant to the role of RAPS, at the discretion of the Executive Director and Assistant Director/Manager of Programs.

Shared Responsibilities

The RAPS will work collaboratively with other members of staff to carry out the daily cycle of programs throughout the year.

Advising

- Advise and counsel assigned students throughout the duration of the graduate application process, including helping students write, edit, and complete any and all documents that are required for specific degree programs (this is including, but not limited to, SOPs, CVs, writing samples, diversity or supplementary essays)
- Support the Operations Coordinator and the Assistant Director/Manager of Programs with printing and packaging of application materials

Recruitment

- Schedule and conduct on campus and webinar information sessions and student interviews at the more than 70 institutions IRT recruits (recruitment lists are decided by the Recruitment and Admissions Programs Specialist in conjunction with the Assistant and Executive Directors)
- Complete Travel Expense Reports and Campus Reports for budgetary and student tracking
- Identify new pipelines for IRT recruitment, and support evaluation of current and projected targets

Admissions

- Support Operations Coordinator, Executive Director and ADMP in the development and continuation of the online application system and application process
- Maintain and develop a system of holistic evaluation for prospective IRT applicants
- Read all completed and assigned student applications
- Conduct Skype interviews for assigned students (students are assigned by the Recruitment and Admissions Programs Specialist)

- Attend all admissions meetings to determine SW and AP cohorts

Summer Workshop

- Using knowledge from admissions and recruitment, identify key data metrics to discuss in Summer Workshop
- Support the Assistant Director/Manager of Programs with the late spring/early summer preparations for the Summer Workshop (tasks are assigned in accordance to the needs of the program and the Assistant Director)

As the COVID-19 pandemic persists, our top priority is safety. Accordingly, the Academy will require, subject to disability and religious accommodation exceptions under federal and state law, that all employees be fully vaccinated against COVID-19. This includes the Covid-19 Booster by February 1, 2022, or 5 months after completing the primary vaccination series with Pfizer or Moderna, or 2 months after receiving the J&J/Janssen vaccination.

Phillips Academy is an equal opportunity employer. Phillips Academy is an intentionally diverse and inclusive residential community “committed to creating an equitable and inclusive school in which students from diverse backgrounds, cultures, and experiences—including race, ethnicity, nationality, gender, socioeconomic class, sexual orientation, gender identity, religion, and ability—learn and grow together.” The ideal candidate supports the inclusive and diverse nature of the community. Any offers of employment will be contingent upon successful CORI/SORI and fingerprinting background checks as well as unrestricted authorization to work in the United States.