



POSITION ANNOUNCEMENT

Title: RECRUITMENT & STUDENT SERVICES COORDINATOR

Location: Providence, Rhode Island

ORGANIZATION DESCRIPTION:

Year Up is a non-profit organization with a mission to prepare urban young adults aged 18-24 for life and work in our technology-driven society, while guiding them toward successful careers and higher education. Through a one-year, intensive training program, students receive a unique combination of hands-on technical and professional skills, college credit, and corporate internships.

In our ninth year of operations, Year Up serves more than 500 students per year across six sites in Boston, Providence, Washington, D.C., New York City, San Francisco and Atlanta, and expects to add 2-3 sites per year over the next 4 years. Year Up has received numerous awards, including Fast Company Magazine's Social Capitalist Award for innovative business model and social impact in 2005, 2007 and 2008. See www.yearup.org for more information about our program.

POSITION OVERVIEW:

The Recruitment & Student Services Coordinator is responsible for supporting the recruitment & student service department for the Providence site. Working collaboratively with the department Director and Manager, the Coordinator will assist in recruiting a robust, diverse pool of applicants for incoming classes, beginning every six months, and managing the student admissions process including scheduling/facilitating interviews, maintaining the organizational database and ensuring student files are complete and prepared for review by the Director. S/he will also assist with coordinating community presentations and on-site tours as well as learning assessments for prospective students. The successful candidate for this position is detail oriented and extremely organized. S/he must also be flexible enough to work in a fast-paced, growing environment. In keeping with Year Up's values, the Recruitment & Student Services Coordinator will also interact with students as an advocate, participating in creating and sustaining a positive educational environment, with trust among students, faculty and worksite leaders.

This is a part-time (20 – 25 hours/weekly) position, reporting to the Director, Recruitment, Outreach & Student Services of Year Up – Providence.

Key Responsibilities:

- Manage student admissions process utilizing established tools, guidelines, and materials, recommending system improvements as necessary
- Prepare and release current application forms and collateral materials to distribute to prospective students
- Take the lead in the early stages of the admissions process for students – arranging/facilitating interviews, leading site tours, reviewing and processing applications and scheduling/preparing for learning assessments
- Work with the recruitment team in the selection process, advising the Director as concerns arise and sending acceptance and rejection communications to applicants
- Maintain an organized filing system and up-to-date database, generating regular reports on results, as requested
- Provide data as needed for site meetings, cross-site meetings and other outreach events; stand in for director for bi-weekly cross-site admissions calls, as needed
- Assist the Director and Student Services Manager with other special projects on an as-needed basis
- Develop successful and trusting relationships with the students and create and sustain an environment at Year Up that supports these relationships
- Serve as a student advisor, team facilitator and class instructor

Qualifications:

- Professional and positive customer service-driven approach
- Outstanding writing, verbal and interpersonal communication skills – with an ability to connect with people from a variety of backgrounds
- A creative, resourceful, responsive style with a strong attention to detail and follow-through and the ability to work independently and as a team player
- Demonstrated success building, managing and growing meaningful, confidential relationships with a wide range of constituents in the greater Rhode Island community
- Highly developed project and time management skills
- Ability to learn new tasks quickly and juggle multiple priorities
- High level of proficiency in Microsoft Word required; experience with PowerPoint, Outlook and database software preferred
- A passion for working with urban youth and an unshakable belief in their potential
- A strong work ethic and positive attitude, with a willingness to be flexible and do whatever it takes to get the job done
- Prior admissions experience helpful, but not required
- 1 – 3 years professional work experience required
- Bachelor’s degree preferred, but not required

To Apply:

Please email a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, (both in Word format), to Rose Amoros at ramoros@yearup.org, subject line "Recruitment & Student Services Coordinator." Applications will be reviewed on a rolling basis.