

Admissions Associate

Position Summary: The Admissions Team plays an important role in Teach for the Philippines by recruiting, selecting, and matriculating a network of Teacher Fellows and Teacher Leaders who will create positive and lasting impact in our school communities and public education system.

- **What is the purpose of this role?** The Associate is responsible for helping Admissions in meeting annual recruitment targets for the Fellowship and Public School Teacher Pathways (PSTP) programs. He/she does this by executing activities aligned with the function's strategy to recruit, select, and matriculate university graduates, young professionals, and tenured Department of Education teachers for Teach for the Philippines' Fellowship and PSTP.
- **What position does this role report to?** The Admissions Associate reports to the Admissions Manager, under the guidance of the Admissions Director.
- **What is the span of control of this role?** An Associate in Teach for the Philippines helps drive the success of his/her team. The organization's leadership believes in hiring individuals for specific talents and skill sets and then with trust and good faith, subsequently allowing those individuals to do work that fits within the parameters of both the organization (Core Values and Employee Handbook) and their function's specific framework.
- **What are the main challenges facing this role?** The main challenges are:
 - the fast-paced, target-driven, and iterative nature of Admissions work: The Admissions team works toward the attainment of annual recruitment targets for the Fellowship and PSTP. This requires (a) the ability to assess individual and collective efforts against set targets; (b) the willingness and ability to pivot plans as needed; and (c) a deep understanding of Admissions' strategy to make immediate decisions.
 - the candidate-focused nature of Admissions work: The Admissions team is committed to cultivating commitment to the programs by providing relevant information that helps candidates make informed decisions to join the programs. Oftentimes, this involves (a) listening to candidates' questions and concerns; (b) identifying root causes of candidates' challenges; (c) providing recommendations to help address candidates' challenges; and (d) from time to time, facilitating honest conversations with candidates and their support network.
- **What does success look like in this role?** An excellent Associate is able to meet candidate pipeline targets required to meet annual recruitment targets. These pipeline targets are determined by the function, under the guidance of the Admissions Manager and Director. These are:
 - Number of Completed Applications
 - Number of Summer Institute Offers Extended
 - Number of Summer Institute Offers Accepted
 - Number of Summer Institute Attendees
 - Number of Teacher Fellows and Teacher Leaders Inducted

Responsibilities	Qualifications
<p>Recruitment and Matriculation (30%)</p> <ul style="list-style-type: none"> ● Executes activities to generate target number of completed applications across multiple stages of the admissions process; this includes, but not limited to, <ul style="list-style-type: none"> ○ Information sessions ○ Career fair participation ○ Speaking engagements ○ Online campaigns ○ Job platform postings ● Executes activities to deepen candidates' understanding of and commitment to the programs; this includes, but is not limited to: <ul style="list-style-type: none"> ○ Matching candidates with Fellows and Alumni ○ Setting up school community immersions ○ Conducting check-in calls to update on application status and/or address application concerns ○ Setting up cohort-building activities (e.g. welcome event) ● Executes activities for candidates' support network (family, spouse, guardian, etc.) to deepen the understanding and support to the programs; this includes, but are not limited to: <ul style="list-style-type: none"> ○ Conducting calls ○ Facilitating webinars <p>Selection (30%)</p> <ul style="list-style-type: none"> ● Demonstrates clear knowledge and understanding of TFP's selection criteria anchored on the organization's core values and leadership competencies; this includes but is not limited to: <ul style="list-style-type: none"> ○ Assessing candidates based on what specific selection criteria needs to be met for the individual to move forward ○ Mapping out specific selection indicators that need to be met to inform decisions made at each stage of the process ● Executes activities to identify eligible candidates who are fit for the programs based on Teach for the Philippines' Selection Criteria; this includes, but not limited to, <ul style="list-style-type: none"> ○ Online application review ○ Facilitating Assessment Centers 	<p>Basic Requirements</p> <ul style="list-style-type: none"> ● Filipino citizenship and/or Alien Employment Permit allowing a foreign national to be employed in the Philippines ● Bachelor's degree <p>Language Requirements</p> <ul style="list-style-type: none"> ● Strong English skills, oral and written ● Excellent Filipino skills, oral and written ● Proficiency in other Philippine languages is an advantage <p>Competency Requirements</p> <p>Self-development, self-management, and professionalism</p> <p><u>Self-management</u></p> <ul style="list-style-type: none"> ● Demonstrates professionalism in different interactions with multiple stakeholders (internal and external) ● Delivers results timely and under minimal guidance ● Manages multiple responsibilities effectively ● Demonstrates openness to learning and pursuit of excellence ● Gives and receives feedback well; uses feedback to improve his/her work <p><u>Motivation and Drive</u></p> <ul style="list-style-type: none"> ● Demonstrates agency, patience, and perseverance in the face of day-to-day challenges and setbacks <p>Interpersonal effectiveness</p> <p><u>Communication skills and Customer-orientation</u></p> <ul style="list-style-type: none"> ● Conveys a clear and concise message that drives people to desired actions ● Effectively delivers presentations and facilitates conversations with multiple stakeholders (internal and external). ● Listens to uncover candidates' motivations and concerns ● Uses an understanding of motivations and concerns to offer support where needed <p><u>Relationship-building</u></p> <ul style="list-style-type: none"> ● Builds and maintains positive and effective working relationships with stakeholders and colleagues by displaying respect and empathy throughout all

<ul style="list-style-type: none"> ○ Facilitating competency-based interviews ○ Facilitating debrief conversations to identify recommendations on a candidate's application ○ Facilitating conversations with candidates to communicate feedback on their application ○ Administering third party assessments (e.g. English Language Test, Personality Inventory) <ul style="list-style-type: none"> ● Provides support across the admissions process to assist in the completion of selection activities; this includes but is not limited to: <ul style="list-style-type: none"> ○ Troubleshooting form processing and completion concerns by candidates ○ Setting up Assessment Centers ○ Scheduling interviews ○ Preparing necessary selection materials and tools <p>Specialization (20%) As determined under the guidance of Admissions Manager and Director</p> <p><u>Recruitment-Marketing Data Process and Management</u></p> <ul style="list-style-type: none"> ● Plans and executes the annual recruitment-marketing strategy under the guidance of the Admissions Manager; this includes, but is not limited to: <ul style="list-style-type: none"> ○ Working with the Marketing and Events team and other relevant function teams to initiate the planning and execution of the annual admissions campaign ○ Monitoring and evaluating the implementation of agreed upon recruitment-marketing activities throughout the year; this includes but is not limited to partner engagement and online campaign activities ○ Preparing reports, analyzing data, and providing insights and recommendations to ensure continued relevance and effectiveness of the team's recruitment-marketing strategy <p>Function Strategy (10%)</p>	<ul style="list-style-type: none"> interactions ● Builds rapport and relates effectively with individuals of diverse perspectives; applying respect, honesty, humility, fairness and sensitivity in speech and action <p><u>Planning and Execution</u></p> <ul style="list-style-type: none"> ● Effectively identifies objectives and appropriate plans of action to meet function goals ● Effectively executes approved plan of action and meets expected outputs/outcomes on time ● Accurately identifies possible collaborators and resources needed <p>Problem-solving and Decision-making</p> <p><u>Problem-solving and Decision-making</u></p> <ul style="list-style-type: none"> ● Seeks to uncover information needed to make sound decisions ● Uncovers insights from historical and new data points to make sound decisions and recommendations ● Takes personal responsibility and ownership of resolving problems in a timely manner ● Identifies alternative ways to achieve objectives, esp. when faced with challenges ● Pivots/adjusts plans effectively, when needed <p><u>Systems thinking</u></p> <ul style="list-style-type: none"> ● Adopts a systemic view of processes and challenges encountered and in a timely manner make recommendations that are logical and considered different perspectives <p>Innovation</p> <ul style="list-style-type: none"> ● Introduces new and creative procedures, techniques or methods that lead to the improvement in one's work and the achievement of function team and organizational goals ● Maximizes resources by suggesting or implementing more efficient and cost-effective approaches to challenges <p>Alignment with TFP's Vision, Mission, and Core Values</p> <ul style="list-style-type: none"> ● Understands TFP's Vision, Mission, and
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- Works with Direct Supervisor to meet individual Key Performance Indicators; this includes, but is not limited to:
 - Delivering on individual target benchmarks goals reflected in monthly and yearly benchmarks
 - Reporting weekly and monthly progress to targets for the Fellowship Program and PSTP

Cross-functional Work (5%)

- Provide support to other functions including, but not limited to, event execution, stakeholder engagement, and cross-functional alignment projects

Financial Management (5%)

- Works with the Direct Supervisor to ensure that execution of the team's strategy is within the approved budget. This includes but is not limited to:
 - Following standard finance processes
 - Documenting expenses incurred as a result of activity execution and communicating unanticipated expenses exceeding the approved budget for said activities

programs

- Projects a positive image as an Ambassador of TFP by embodying TFP's core values in one's actions, interactions and involvements

Other Requirements

- Strong technological skills (e.g. Google Apps, Salesforce)