

## Admissions Director

**Position Summary:** The role of Admissions in Teach for the Philippines is critical to the organization's success in achieving its vision: access to an excellent education for all Filipino children – no matter who they were born to or where. It does this by being our first point of contact with Teacher Fellow *candidates*. Seeing candidates through the Recruitment and Selection stages to Matriculation and eventually induction into the Fellowship. There is an expectation of confidentiality, loyalty to the organization and an understanding – if not embodiment - of its Core Values, and a high level of trust that is associated with this role. The essential questions for this position are:

- *What is the job's purpose?* The purpose of the job is to meet the organization's annual recruitment targets, as set by the Board of Trustees. Meeting this target requires attracting talent to join the Fellowship (Recruitment); overseeing relationships with potential candidates and eventually matriculating them to Summer Institute(Selection); and finally the Final Selection in which the candidates are inducted as Teacher Fellows at the end of Summer Institute.
- *How does the job fit within the organization?* Without the tireless efforts of a pro-active and deadline-oriented Admissions Director, high-achieving young professionals and recent graduates who may not otherwise have considered sharing their talents with the public school system would not be able to work where they are needed the most. The functions of Government Relations & Placement, Programming & Training, Alumni – in fact the success of the whole operations of Teach for the Philippines - rely wholly on the Admissions team's annual success in hitting their targets of quality and quantity Teacher Fellows.
- *Why is the job important?* Simply put, without their jobs in the public schools Teacher Fellows cannot complete their two-year Fellowship or contribute to the attainment of our shared vision. Approximately 24.5 Million Filipino children are in public schools around the country. They need our Teacher Fellows to catalyze their learning experience and transform their lives, while we need our Teacher Fellows to experience teaching in a the public school classroom so that alumni and staff can passionately drive collective / systemic change – inside and outside the organization – that will make an excellent education available to all Filipino children by 2050.
- *What position does this job report to?* This role reports directly to the Chief Program Officer.
- *What is the span of control of the role?* A Director in Teach for the Philippines has a lot of freedom to drive the success of his/her function, or otherwise. The organization's executive leadership believes in hiring individuals for specific skill sets and then with trust and good faith, allowing those individuals to exercise significant control on their teams – so long as they achieve pre-agreed upon goals and maintain the shared objectives of the organization. Parameters include compliance with the Core Values, compliance with the Employee Handbook and its Annexes, and committed attendance and participation in the Senior Leadership Meetings.
- *What are the main challenges facing this role?* The principal challenges are the travel and tireless efforts to spread awareness of and create excitement about our program, in order to recruit the most promising of each year's batch of graduates and young professionals. A second challenge is the maintenance and constant review of Teach for the Philippines' Selection criteria and systems – always making sure that both our criteria and systems ensure the enduring quality of the Cohort.

RESPONSIBILITIES	QUALIFICATIONS
<u>Key Responsibilities</u> <ul style="list-style-type: none"> <li>• Deliver target results on deadline.               <ul style="list-style-type: none"> <li>○ Analyze recruitment data and make projections.</li> <li>○ Pivot strategy and action if projections show that more needs to be done to achieve the target result.</li> </ul> </li> </ul>	<u>Role Requirements</u> <ul style="list-style-type: none"> <li>• Filipino citizenship or an Alien Employment Permit authorizing a foreign national to work in the Philippines.</li> <li>• Bachelor's degree required. Institutional knowledge of talent recruitment and/or placement, as well</li> </ul>

<ul style="list-style-type: none"> <li>○ Enhance, improve, and oversee the recruitment &amp; matriculation strategy of Teach for the Philippines.</li> <li>● Proactively seek new, and maintain relationships with important Human Resource professionals and university officials.</li> <li>● Stay a step ahead in movements in the field of talent attraction.</li> </ul>	<p>at least 6 years work experience in a related field required.</p> <ul style="list-style-type: none"> <li>● Managerial or supervisory experience required.</li> <li>● Existing networks across local, national, and international universities and Human Resources professionals required.</li> </ul>
<p><u>Recruitment &amp; Matriculation</u></p> <ul style="list-style-type: none"> <li>● Set and meet recruitment goals at every stage of the cycle (input) that will result in meeting the target number of Fellows needed by the organization for that year. <ul style="list-style-type: none"> <li>○ Track, analyze, and disseminate relevant data that can drive ongoing progress toward goals for individual</li> <li>○ Identify and operate software and systems that could track recruitment progress (i.e., Salesforce)</li> <li>○ Evaluate and increase the effectiveness of individual strategies and overall team campaigns by working hands-on with each Recruitment Manager via site visits and regular progress reviews</li> </ul> </li> <li>● Hire, train, and support a team of high-performing Managers, Associates, and campus representatives.</li> <li>● Coordinate closely with the Marketing Team to develop appropriate recruitment materials.</li> <li>● Drive ongoing quantitative and qualitative analyses that will inform decision-making at every level</li> </ul>	<p><u>Skill Competencies</u></p> <ul style="list-style-type: none"> <li>● Fluency in English.</li> <li>● Outstanding interpersonal and communication skills – communicating up, down, laterally, and externally.</li> <li>● Excellent attention to detail.</li> <li>● Excellent organizational skills.</li> <li>● Strong written skills.</li> <li>● Ability to juggle multiple tasks at once.</li> <li>● Ability to pivot strategies when better ones are suggested.</li> <li>● Ability to make decisions and operate on them.</li> <li>● Strong technological skills (including knowledge of Microsoft Office and Google Docs) are preferred.</li> <li>● Experience tracking a budget is preferred.</li> <li>● Administrative support experience is preferred.</li> </ul>
<p><u>Selection</u></p> <ul style="list-style-type: none"> <li>● Participate in Summer Institute as the last stage of Selection.</li> <li>● Improve and enhance the selection process (including selection competencies and application design) in coordination with specialists (e.g., Psychologists)</li> <li>● Manage selection research agenda to inform future changes to the model and process.</li> <li>● Analyze selection data in order to determine correlations with student outcome data.</li> <li>● Develop strategies and benchmark goals to support selection and matriculation goals.</li> <li>● Design and execute training for the selection committee and assess selector accuracy .</li> </ul>	<p><u>Character Competencies</u></p> <ul style="list-style-type: none"> <li>● Deep commitment and excellent Ambassador of Teach for the Philippines' Core Values.</li> <li>● Ability to work well with multiple stakeholders – international and local Professional demeanor.</li> <li>● Flexible.</li> <li>● Humble</li> <li>● Ability to juggle several tasks at once.</li> <li>● Ability to deliver results on deadline.</li> <li>● Resourceful and able to be proactive/use initiative - A doer, not just a thinker.</li> </ul>

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| <ul style="list-style-type: none"><li>• Develop and manage strategy for quality control on selection decisions.</li><li>• Utilize data to ensure the team is using rigorous logic in all decision-making.</li><li>• Given importance of brand and ambassadorship, write high-impact and well-written external communications (acceptance letter, etc).</li><li>• Manage applicant communications to ensure high levels of customer satisfaction throughout the admissions process.</li><li>• Oversee assignment of participants to regions.</li></ul> |  |
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