

ADMISSIONS MANAGER

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 Manager is responsible for overseeing Associates in meeting annual recruitment targets for the Fellowship and Public School Teacher Pathways (PSTP) programs. He/she does this by leading the execution of 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. He/she also builds, trains, and maintains a team of high-performing Associates.
- **What position does this role reports to?** The Admissions Manager reports to the Admissions Director.
- **What is the span of control of this role?** A Manager 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, facilitate honest conversations with candidates and their support network.
- **What does success look like in this role?** An excellent Manager is able to lead the team in meeting candidate pipeline targets and annual recruitment targets. These pipeline targets are determined by the function, under the guidance of the Admissions Director. These are:
 - Number of Completed Application
 - 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 (30%)</p> <ul style="list-style-type: none"> • Leads execution of activities to generate target number of Completed Application; this includes, but not limited to, <ul style="list-style-type: none"> ○ Information sessions ○ Career fair participation ○ Speaking engagements ○ Online campaigns ○ Job platform postings 	<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

- Oversees calls with candidates to cultivate commitment to the programs and ensure timely completion of application
- Leads team to address candidates' application concerns

Selection & Matriculation (30%)

- Lead the execution of 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,
 - Online application review
 - Administering third party assessments
 - Setting up and leading assessment centers
 - Setting up interviews
- Oversees calls with candidates to provide timely updates on application status
- Address candidates' concerns and/or questions about the selection process
- Leads the execution of activities to deepen candidates' understanding of and commitment to the programs; this includes, but not limited to,
 - Matching candidates with Fellows and Alumni
 - Setting up school community immersions
 - Check-in calls
 - Setting up annual welcome event
- Leads the execution of activities for candidates' support network (family, spouse, guardian, etc.) to deepen the understanding of and support to the programs; this includes, but are not limited to, calls and webinars

Specialization (10%)

As determined under the guidance of Director

- Young professional recruitment
- Selection data and process management
- Matriculation data and process management

People Development (20%)

- Provide support to other functions including, but not limited to, event execution, stakeholder engagement, and cross-functional alignment projects
- Work with the Director, HR, and other relevant functions to train Associates
- Work with the Director to building and maintaining a high-performance team

- Proficiency in other Philippine languages is an advantage

Competency Requirements

- Customer-orientation
 - Listens to uncover candidates' motivations and concerns.
 - Uses an understanding of motivations and concerns to offer support where needed.
- Planning and Execution
 - Effectively identifies objectives and appropriate plan of action to meet function goals.
 - Effectively executes approved plan of action and meets expected outputs/outcomes on time.
- Communication Skills
 - Conveys a clear and concise message that drives people to desired actions.
 - Effectively delivers presentations and facilitates conversations with multiple stakeholder (internal and external).
- Decision-making and Problem-solving
 - Seeks to uncover information needed to make sound decisions.
 - Uncovers insights from historical and new data points to make sound decisions and recommendations.
- Self-management and professionalism
 - Remains professional in different interactions with multiple stakeholders (internal and external).
 - Delivers results timely and under minimal guidance.
 - Manages multiple responsibilities effectively.
- Resourcefulness and flexibility
 - Identifies alternative ways to achieve objectives, esp. when faced with challenges.
 - Pivots/adjusts plans effectively, when needed.

<ul style="list-style-type: none">• Facilitate annual Performance Appraisal and Evaluation for Direct Reports• Work with the Director to identify coaching/support plans for Associates <p><u>Function Strategy</u> (10%)</p> <ul style="list-style-type: none">• Work with the Director to set short- to long-term goals and strategy to meet function objectives.	<ul style="list-style-type: none">• Openness to learning and pursuit of excellence<ul style="list-style-type: none">○ Gives and receives feedback well; uses feedback to improve his/her work.• Alignment with TFP's Vision, Mission, and Core Values<ul style="list-style-type: none">○ Understands TFP's Vision, Mission, and programs.○ Embodies TFP Core Values in his/her interactions. <p>Other Requirements</p> <ul style="list-style-type: none">• Strong technological skills (e.g. Google Apps, Salesforce)
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