

EMERGE **Director of Student Recruitment**

The Opportunity:

In the United States, only 25% of high-achieving students from low-income communities apply to the nation's most selective colleges and universities. At EMERGE, we believe that talent is universal, but opportunity is not. Grounded in this belief, EMERGE empowers and prepares high-performing students from underserved communities to attend and graduate from selective colleges & universities across the nation.

The Director of Student Recruitment is a new role on EMERGE's college access team. The DSR (Director of Student Recruitment) will be responsible for setting a vision and creating a strategic plan to recruit and select talented high school students at four of our partner districts - Aldine ISD, Klein ISD, Spring Branch ISD, and Spring ISD. The DSR will examine our current recruitment practices and make data-informed changes to ensure we are able to recruit and select the best fit students. The DSR will work with the Directors of Districts (DODs) to cultivate relationships with district stakeholders, set district student recruitment goals, and improve our current recruitment practices. Additionally, the DSR will be responsible for setting a vision for engaging families throughout the recruitment process.

If you are passionate about innovating, relationship building, student and family engagement, and helping us elevate the EMERGE brand, this is the role for you.

Estimated Start Date: July 5, 2022

Reports To: Managing Director, College Access

Salary Range: \$75,000 - \$90,000

Location: Houston, TX (Hybrid)

The Role:

This role sits on the program team and reports to the Managing Director of College Access. As a Director of Student Recruitment, you will spend your time in the following ways:

Strategic Vision & Goal Setting

- Set annual priorities and create strategic plans for student recruitment and family engagement that are driven by data reflection and mission-aligned outcomes.
- Serve as a thought leader on EMERGE's college access leadership team to co-create the vision for the EMERGE student and family experience from recruitment through application strategy that is aligned with achieving EMERGE's mission.
- Consistently reflect on and use the vision and strategic plan to drive toward achieving student recruitment goals.
- Lead long-term vision and planning for student recruitment and family engagement.

Recruitment Model Analysis & Improvement

- Drive the implementation of improvements to the student recruitment model that are informed by student and staff insights and program data analysis.
- Research new and innovative recruitment and family engagement practices that can enhance EMERGE's recruitment efforts.
- Serve as a thought leader on the program leadership team to consistently assess and update our recruitment philosophies and practices.

Recruitment Stakeholder Engagement & Management

- Create and execute a plan to engage student recruitment stakeholders in the vision setting, planning, and execution of student recruitment: District leadership, EMERGE program leadership, students, program managers.
- Engage district leadership in recruitment improvement planning and family engagement vision setting.

Family Engagement

- In collaboration with Directors of Districts, create a strategic plan and vision for engaging and investing families during the recruitment process.
- Conduct ongoing analysis of recruitment family engagement initiatives and make recommendations for continuous improvement of family engagement practices from recruitment through college matriculation.

The Person:

Self- Directed and Accountable

- Creates and is driven by a plan that outlines how time should be spent according to responsibility of the role, goals, outcomes, and deliverables for the year.
- Ensures that the outcomes and deliverables outlined are followed through on and completed on time; practices a certain degree of self-guidance to ensure that projects are completed in alignment with workflow timeline.
- Takes ownership of learning opportunities to consistently increase knowledge of recruitment and family engagement practices.

Strategic & Data Driven Thinker

- Can ask the right questions to drive strategic thought processes and create aligned plans that drive toward student recruitment goals.
- Can read and analyze data to drive toward outcomes.
- Can collect qualitative data from all relevant stakeholders and transform insights into action.

Innovative Problem Solver

- Actively seeks resources and uses “out-of-the-box” thinking to create innovative changes to our recruitment and family engagement practices.
- Ability to identify gaps and opportunities in the current recruitment model and make short-term and long-term plans that will drive improvement.

Strong Communicator

- Has a strong understanding of key stakeholders and proactively communicates information, decisions, and updates on a consistent basis.
- Can communicate and influence across lines of difference.
- Elevates the EMERGE brand in our partner districts through consistent communication and celebration of student success.

Relationship Builder & Team Player

- Understands the power of building relationships with other directors on the EMERGE team, district staff, and students and families to build credibility, improve collaboration, and driven outcomes.

- Engages key stakeholders to gather input that will inform the execution of work and thinks strategically about how to communicate across multiple audiences.
- Can invest students and families in the value of EMERGE programming.

*Must be willing to commit to the role for a minimum of two years.

Ideal Candidate will have:

- Bachelor's degree is highly preferred
- Passion for EMERGE's mission; alignment and belief in EMERGE's core values
- Minimum of 3 - 5 years of relevant work experience
- Skilled in leading initiatives that balance innovation with continuous improvement
- Exceptional interpersonal and communication skills
- Proficiency in Microsoft Office Suite + Google Suite
- Bilingual (highly preferred) (Vietnamese or Spanish preferred)

Who we are:

At EMERGE, we live by our Core Values:

- Equity grounds us
- Diversity defines us
- Talent mobilizes us
- Meaningful relationships fuel us
- Results distinguish us

Founded in 2010, EMERGE is a developmental, college-access organization changing the life trajectories of hundreds of students across the Houston area. Since its inception, EMERGE has grown from serving 14 students across four high schools, to serving over 1,600 high school students across five school districts. We also serve over 1,400 college scholars at over 100 selective colleges and universities across the country.

The EMERGE nonprofit is a partner to EMERGE Houston ISD, EMERGE Spring Branch ISD, EMERGE Spring ISD, EMERGE Aldine ISD, and EMERGE Klein ISD.

As the EMERGE's impact has grown, our nonprofit team has grown to over 30 staff members. The staff includes our College Access Team, College Success Team, Program Assets Team, Finance, Operations & HR team, and Development Team. You will be joining an energetic, passionate team of individuals working to propel Houston's top talent upwards and onwards.

What we offer:

At EMERGE, we aim to enact our core value of "equity grounds us" within our compensation practices to ensure a competitive and equitable salary & benefits package for all employees.

To determine salary; we consider each candidate's relevant experience, growth potential, and responsibilities within the role, as well equity across similar roles within the organization. The salary range for this role is \$75,000-\$90,000.

Our salary bands are established to accommodate growth within the role and varied experience levels at point of hire. Based on historical data, we anticipate most candidates will begin their time at EMERGE at the lower end of the salary band. Yearly increases are based on the impact and scale of your role, along with external market factors.

Benefits:

- We offer Medical, Dental, and Vision insurance.
- We provide Short-term and Long-Term Disability insurance, along with Life Insurance.
- We have a 403b plan that employees can opt into.
- Each employee has 27 Paid Time Off days for the year. EMERGE is closed for 18 holidays.

Please Note: EMERGE is currently undergoing a benefits analysis with the goal of enhancing our benefits offerings for all staff and new hires by August 2022.

Please apply to <https://emerge-fellowship.breezy.hr/p/b3d2c53c1981-director-of-student-recruitment>