

JOB TITLE:

Student Admissions Coach

REPORTS TO:

Student Outreach and Partnerships Manager

TO APPLY DIRECTLY WITH NEW HEIGHTS, PLEASE VISIT:

<https://fs20.formsite.com/yNVh1M/u7nq5ocd65/index>

SALARY: From \$44,000.00/year; 11-month position

COMPANY:

Established in 2023, New Heights is an authorized public high school for people 18-50 that has been created to drive multigenerational transformation through lifelong learning and economic independence. Founded by the original experts in adult education in Texas, New Heights provides a new experience for Texans who want to re-engage in their educational journey now that a high school diploma (not a GED), career education, and access to college are more accessible.

The mission of New Heights is to rapidly increase opportunities for marginalized communities by connecting individuals with relevant and impactful high school education, career and technical training, college pathways, and jobs in an environment designed specifically to meet the responsibilities, challenges, and whole person needs of adult learners ages 18-50. New Heights is a collaborative and welcoming learning environment that respects a student's experiences, life circumstances, and goals, providing them an opportunity to develop their own pathway, co-create with peers and teachers, and become more prepared for a career or college.

POSITION SUMMARY:

The Student Admissions Coach is a vital role for the launch of New Heights. The primary role of the Student Admissions Coach is to facilitate recruiting initiatives and events and maintain recruitment goals and expectations. They are the first point of contact and first Coach assigned to a New Heights student. This role facilitates the admissions process and is responsible for new students from the time of expressed interest to the date of enrollment. This position will carry a caseload that is composed of potential applicants or newly enrolled students and will support all students as they re-integrate into the New Heights high school experience. The Student Admissions Coach will build relationships with each new student, provide resources to remove barriers for enrollment, leading students to continue progress towards their diploma and career pathway. The Student Admissions Coach will serve as a student advocate, support student learning, and provide resources to help alleviate barriers that may impede educational and socio-emotional progress, including working closely with other community resources to provide learning supports, family services, and mental health resources. The position will collaborate with the Chief Operations Officer to ensure alignment with campus needs and remains aligned with the New Heights Board, Superintendent and District priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Contribute to and support the New Heights student recruitment invitation process, including the development, preparation for, scheduling, and facilitating engaging and diverse new student onboarding sessions occurring multiple times per week with at least 1 session in the evening.
- Develop, implement, and evaluate an on-going student admissions strategic plan aligned with needs of the campus and New Heights Board, Superintendent and District priorities.
- Assist students with the application process, problem-solving any barriers to application and enrollment, and utilizing creativity to engage prospective students.
- Administer intake assessments to determine student academic level and socioeconomic need areas to facilitate school success and retention.

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- Participate in outreach and engagement events throughout the school year (periodically at nights and on weekends);
- Regularly follow-up on recruitment referrals and partnerships via in-person or phone/online meetings.
- Track recruiting metrics, outcomes, and trends to identify strengths and gaps in outreach practices and to maintain accountability to enrollment goals.
- Ensure accessibility and engagement for incoming students with consideration of special population needs.
- Collaborate with campus registrars to efficiently obtain student transcripts and school records for enrolling students.
- Assist with the development and coordination of term-to-term and summer engagement retention efforts leading to increased student engagement and the re-engagement of former students.
- Participate in the admissions, advisement and engagement of incoming New Heights students, including successful enrollment, discussions on college and career pathways, graduation requirements, and the cultivation and re-engagement of essential habits to improve student success.
- Approach all prospective students with respect of the varying levels of educational attainment and the previous education experiences they have experienced.
- Provide support to student conversations involving personal and post-secondary goals.
- Ensure the completion and accuracy of all student applications and student cumulative file.
- Assist the Registrar with the establishment of a data tracking system with metrics providing data on the recruitment, admissions, and retention efforts aligned to the needs of the campus and New Heights Board, Superintendent and District priorities.
- Evaluate factors that impact student engagement and retention and facilitate activities mitigating attrition.
- Attend and coordinate networking and community partnership recruiting events throughout the Greater Dallas/Fort Worth area.
- Coordinate with the Chief Operations Office any marketing-responsive recruitment techniques and opportunities, oversight and use of social media outlets, and other student and community partnership strategies.

OTHER DUTIES AND RESPONSIBILITIES:

- Foster a spirit of collegiality with all teams throughout New Heights.
- Encourage the active involvement of all team members in the decision-making process.
- Effectively communicate expectations of high-level performance to staff while supportively holding team members accountable to the on-going recruitment process and positive relationship building with potential students and partners.
- Celebrate staff achievements of a successful recruitment process.
- Practice the effective and quick resolution of conflicts among team members.
- Promote positive and effective communication and collaboration throughout the recruitment process, team development, and student, community partners, and staff satisfaction.
- Comply with policies established by federal and state law, including, but not limited to, State Board of Education and New Heights Board policy.
- Participate in the preparation, implementation and evaluation of a team budget founded on the needs of the campus and aligned with the New Heights Board, Superintendent and District priorities.
- Assist other district and campus teams with outreach and engagement events throughout the school year (periodically at nights and on weekends); and
- Perform other duties as assigned to support the success of New Heights.

SUPERVISORY RESPONSIBILITY:

This position does not have supervisory responsibilities.

REQUIRED QUALIFICATIONS & EXPERIENCE:

- Associate's degree from an accredited college or university in social work, counseling, academic guidance, or related field or work experience.

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- Two years' experience in recruiting, student admissions, teaching, case management, or a related field.
- Must have a framework for understanding socioemotional, behavioral, and educational trends related to providing key student supports in an adult-academic setting.
- Must have experience and knowledge of computer programs, accounting-based software, report writing software, intermediate/advanced level of Excel and accessing internet applications such as Student Information Systems (Ascender), Microsoft Office Products, Google Applications (Gmail) and Microsoft Word.
- Ability to oversee, coordinate, and influence a proactive and solution-focused team, focused on a positive first impression when inviting potential students and community partners.
- Strong sense of professionalism, administrative ability, systemic understanding of developing adult relationships, building trust while utilizing socioemotional approaches, and effective communication/interpersonal skills with adults seeking a return to the educational environment.
- Superior leadership, supervisory, organizational, verbal and written communication skills, and the ability to remain calm when handling multiple tasks effectively.
- Experience working with adults age 18-50 in urban, non-traditional, and/or adult education setting; Possess understanding of marginalization and how it impacts an individual and the community; Display respect for diversity of thought and have experience implementing thoughtful collaboration within a team and the New Heights community.
- A valid Texas driver's license is required. This position will require periodic travel to locations in the Greater Dallas/Fort Worth area.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree from an accredited college or university.
- Five years' experience in recruiting, partnerships management, student advising, or related experience.
- Bilingual in Spanish and English and experience working with marginalized populations.

BENEFITS:

- Teacher Retirement System
- Annual paid time off
- Health Benefits
- FSA
- Life Insurance

COMPENSATION & SCHEDULE:

- Based on experience and qualifications.
- This is a 11-month position. State and Federal Holidays; School Breaks; PTO.

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NOTICE:

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.

New Heights is a public school and post-offer background check and fingerprinting is required to ensure the applicant meets all eligibility requirements for the position.

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By signing below, I acknowledge that I have received a copy of this job description. I further acknowledge that I am able to perform the essential duties and responsibilities of the position with or without reasonable accommodations.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Name

Date