

Job Title: Associate Director of Alumni Relations

Location: Newark, NJ

Uncommon Schools (Uncommon) is a nonprofit organization that starts and manages outstanding urban charter public schools that close the achievement gap and prepare low-income students to graduate from college. Uncommon builds uncommonly great schools by developing and managing regional networks that are philosophically aligned and highly accountable and by designing and implementing “best-in-class” teacher training. The organization has achieved outstanding academic results based on internal assessments, statewide exams, and graduation milestones. Its schools consistently outperform their district schools and are among the highest-performing urban schools in their cities and states. To learn more about Uncommon click here uncommonschoools.org/our-schools/uncommon-cities.

GOALS FOR COLLEGE ALUMNI RELATIONS

- Support efforts of every student to succeed academically and graduate from college.
- Identify the changing needs of the students and potential risk factors to success.
- Help students identify academic support services available through campus or local resources and make sure that they take advantage of the resources.
- Increase student independence in managing their college experience.
- Enhance college survival skills such as time management, rigorous study habits and academic goal setting.
- Encourage continued character development reflective of North Star’s core values.

NORTH STAR ASSOCIATE DIRECTOR OF ALUMNI RELATIONS PROFILE

Believe in the mission:

- Demonstrate a relentless drive to improve the minds, characters & lives of students in and out of school;
- Show unwavering commitment to urban youth achieving greatness;
- Exhibit resilience to persevere and turn challenges into opportunities;

Lead for excellence:

- Facilitate each alumni in creating a positive, structured learning environment that embodies the alumni’s life goals, the school’s core values and high expectations;
- Focus constantly on student achievement, thinking critically and strategically to respond to alumni learning needs;
- Consistently evaluate progress, using data to drive changes in alumni support program;

Take initiative:

- Continually think of ways to improve your support of our alumni;
- Communicate effectively with alumni and families, engaging families in their children’s education;
- Share responsibility with leader colleagues for the quality of school initiatives within and outside the classroom, making recommendations to improve the MS/HS program based on work with college alumni.

Essential Duties & Responsibilities

(1) Stay in constant communicaiton with every student to increase student accountability and success:

- Develop a personal, professional relationship with each student
- Relentlessly track every student using obstacles as learning experiences, not dead-ends
- Use all possible forms of communication to stay in close contact with each student including in-person meetings, e-mail, phone, instant messaging, text messaging, etc.
- Be available to students during the evening and weekends to discuss any issues that may arise

- Record relevant notes from each communication in student database
 - Send weekly emails to all alumni with study tips, words of encouragement, summer opportunities and other relevant messages
 - Create and edit seasonal Alumni Newsletter and mail to alumni and alumni parents
 - Send care packages to students during exams
- (2) Maintain an up-to-date record of each student's progress in the alumni database:**
- Record a summary of each interaction with each student in the database
 - Maintain up-to-date records of each student's progress in his/her post-secondary career including grade point average and credits accumulated
 - Ensure accurate contact information is maintained in database
- (3) Help students take full advantage of their college experience; meet each student where they are and then push each to work towards next steps in his/her personal progress:**
- Advise students on academic issues including building relationships with professors, study habits, time management, etc.
 - Make individualized academic plans with each student reflecting on strengths and weaknesses and setting appropriate goals to push student's growth
 - Help students make decisions about choosing a major and selecting classes
 - Advise students on ways to best prepare for next step in life (graduate school, law school, work, etc.)
 - Help connect students to resources on campus including study abroad opportunities, academic help centers, writing centers, advisement offices, mental health offices, etc.
- (4) Build relationships on each campus who will advocate for and support students**
- Research key individuals on campus to meet with during on-campus visits
 - Connect students to on-campus officials who will help ensure success
 - Discuss student progress with campus officials to maintain accurate record of student progress as well as to encourage continued support from official
 - Maintain existing relationships through phone calls, email, holiday cards
- (5) Visit each graduate on his/her campus**
- Visit graduates as often as possible: at least once a year for stable students and multiple times for students who need extra support
 - Use campus visit to assess student's progress, create individualized action plan, connect with on-campus resources, and deal with any present or impending challenges
 - Schedule meetings with key campus administrators and adults in students' lives (e.g. deans, admissions counselors, financial aid officers, special program directors, EOP officials, R.A.'s, professors, etc.)
 - Speak with and meet campus officials to advocate for student support, financial aid assistance or other topics as necessary
 - Make travel arrangements and submit all receipts
- (6) Contact parents of graduates to inquire about students.**
- (7) Find summer enrichment and volunteer opportunities for students:**
- Research programs for college students
 - E-mail students regularly with opportunities
- (8) Assist with transfer process when appropriate.**
- (9) Plan Winter and Summer Alumni Days:**
- Secure workshop presenter and/or design relevant workshops
 - Make report of day for administrators
- (10) Manage the book scholarship:**
- Receive applications and receipts or set up bookstore accounts
 - Process checks and maintain record of scholarship accounts for each student

Qualifications

- Bachelor's degree or higher and at least one year of teaching experience;
- Demonstrated experience in working with college counseling at the high school/college level;
- Knowledge of barriers faced by low income, first-generation college students;
- Demonstrated commitment to and experience with urban youth;

- Excellent verbal and written communication skills;
- Excellent interpersonal skills;
- Ability to interact well with a high-performing, mission-driven staff;
- Demonstrated experience and skills in professional mentoring and professional development;
- Track-record of high achievement (premium placed on experience in urban communities and schools).

Compensation

We offer a generous compensation package. All staff members are equipped with the tools needed to succeed, including a dedicated work space, laptop computer, email, high-speed internet access, and all necessary supplies.

To Apply

If you are passionate about improving educational opportunities for historically underserved children and communities, please visit our website at www.uncommonschools.org and apply online at www.uncommonschools.org/careers.

The foregoing information is requested for mandatory government reporting purposes only. As an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.