

PelotonU wants to hire an **Admissions Manager**.



We are an innovative social enterprise tackling the college completion problem for post-traditional students. In short, students who would benefit most from a college degree have the hardest time graduating. That gets even harder when life's full with work and family - then you have a 16% chance, at best, of earning a Bachelor's. For these same students, we've built a path that offers an 80% chance of graduating.

While over 250,000 folks in Central Texas earned some college credit but didn't graduate, they are rarely looking to go back. Only referrals from trusted sources have convinced prospective students that it's both not too late and that PelotonU can help them earn their degree. We'll enroll 70 new students in 2018 and increase that to 120 students in 2019; the Admissions Manager is vital to ensuring we reach this goal while also providing quality, personalized advice to every student.

The AM will join the PelotonU Advising Department, headed by our Director of Community Partnerships (DOCP). Where the DOCP's task is to build and deepen partnerships across the city, the AM's task is to work with every lead to decide if PelotonU is the right fit. If it is, you'll shepherd them through the process of joining our program and then hand them off to the Coaching Team, who ensures each student graduates. If a prospective student would be better served in another program, you'll connect them there instead; we never talk students into joining PelotonU if we're not the right fit.

This job has your name on it if you're happiest learning someone's story, offering encouragement, and then equipping them with a plan to make their goals happen. If you don't know the answer for a student, you're the kind of person who will move heaven and earth to find it. You've worked in higher ed before and know what things like "FAFSA," "EFC," and "articulation agreement" mean, but you crave an innovative workplace where you can introduce new ideas to better serve students. **This position will start immediately.**

Your First Mission: Enroll 70-120 working adults in college through PelotonU.

How You'll Spend Your Time:

- Providing personalized, accurate advice to prospective students, including career counseling, transfer advising and financial aid
- Managing the admissions process for prospective PelotonU participants. Includes phone calls, in-person meetings, community events, leading workshops, etc
- Tracking student interactions in Salesforce
- Facilitate prospective and current students' financial aid
- Building systems to best support the Advising Department
- Creating inclusive advising content to support diverse degree and career pathways
- Maintaining relationships with and knowledge of local service providers and resources to ensure PelotonU can connect students with what they need.

You Who Would Thrive in This Position If You...

- Enjoy hearing people's stories, helping them see their strengths, and encouraging them toward their goals
- Want to do what's best for a student, even if it's not going to help you hit your numbers
- Care deeply about equity and systems change
- Love finding ways to connect with folks who seem like they have nothing in common with you
- Geek out over creating tracking systems and logic - you probably do LSAT logic games in your free time
- Constantly look for better ways to do something
- Can get stood up for a prospective student meeting 3 times and still be genuinely excited to meet them when they show for the fourth

Traits and Skills That Set You Apart:

- You're in it for more than a paycheck - we are a mission-driven organization. Students *always* come first
- A day of meetings with prospective students fills you up
- You can keep track of a lot of detailed information, probably in your head
- You spot a single Salesforce error in a list of 100 entries
- You're as comfortable with the Prom King as you are with the President of the AV Club
- You can comfortably advise folks from all kinds of backgrounds - older or younger, more or less privileged
- You collaborate with students in the advising process and take a strengths-based approach to this partnership
- You like asking questions more than talking in a conversation; you're the "listening ear" in your friend group
- You've been given a role you weren't ready for and risen to the occasion

Nitty Gritty Requirements

- A Bachelor's degree
- At least three years of work experience, preferably in higher ed admissions or college advising
- A track record of exceeding expectations and goals
- Spanish highly preferred

A Few Good Reasons to Join the Team

- Compensation from \$47,000 based on experience
- High autonomy, flexible schedule and healthy time off
- Exposure to leading entrepreneurs and educators across the country.
- Opportunity to build a meaningful network in Austin

Ready to Apply? Submit an application and resume at <http://pelotonu.org/jointheteam>