PELOTON U
Rethinking College

[PelotonU](#) wants to hire a **Chief of Staff**. Here's the scoop.

Background: Today's college student has changed; they're now 74% post-traditional - older than 24, working 30+ hours, or caring for a dependent - but only 16% ever graduate. This means 45 million Americans started college but have not yet earned a degree. These students need an option that's flexible and supportive, but the traditional higher education system wasn't designed to meet their needs.

At PelotonU, we redesigned the college experience to ensure it's built for ALL of today's students by combining high quality, self-paced online education with relational support. We spent the past seven years proving [the model](#); now, we're launching an [innovation lab](#) to both test new iterations of our model and grow the national community of practitioners. We will serve 4,000 students by 2021 - 3,500 through new organizations we help start, and 500 through our work in Austin.

That's where you come in. As our first Chief of Staff, you'll lead our team from nimble start-up to strategic, focused non-profit. While we double in size over two years, you'll think about the big picture, shepherd projects that overlap across programs, and see obstacles around the corner before we get there. You'll start by working with the COO on logistics and execution and grow into leading Austin strategy. Responsibilities include managing special projects, optimizing and running operations, and coordinating hiring and talent development.

You are a leader who can oversee both strategy and implementation.You're focused on the right things but can also roll with the punches. You've managed teams and projects, are happiest with numbers and data, and think booking travel for someone is an act of service. You always look for ways to improve - be it yourself, a student survey, or an internal system. Your organizational systems are the envy of your colleagues. Sound like you? More details below.

In the First 6 Months, You'll Spend Your Time:
- Serving as a thought partner to the COO as she plans through 2021
- Aiding the ED with major donor communication, reporting, and gratitude
- Manage part-time student support staff
- Drafting key communications, agendas, and documents for the Exec team
- Executing key operational routines like payroll, basic finance, and invoicing
- Coordinating hiring and conducting initial screens
- Executing staff meetings and staff culture events

A few good reasons to join the team
- Prepares you for senior leadership position at PelotonU or elsewhere
- Autonomy to shape the role and influence the direction of the organization
- Compensation from $60,000 based on experience
- Work from coffee shops when you need to and take vacations when you can. We're all about #selfcare
- Shape the future of 21st century higher education

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

This position is expected to begin Sept 3, 2019

Over Time, You'll Start To:
- Lead organization-wide projects, like overhauling Salesforce and our data systems
- Collaborate with the COO to optimize organizational and system design, prioritize what PelotonU needs most, and marshal the necessary resources
- Own the student experience through to graduation
- Lead staff meetings, plan professional development, and foster a healthy staff culture
- Facilitate annual goal-setting and planning for our Austin-based work; oversee program data, and propose and execute new strategies
- Manage through others to achieve extraordinary results; opportunity to manage staff directly
- Oversee hiring and talent development need

Things We'd like to See
- Ready to commit for at least 2 years
- At least 6 years experience in a related field
- Prior experience in project management, hiring, and managing a team
- Comfort with financial statements and models
- High data analysis skills with Salesforce experience
- A track record of getting stuff done - you regularly create order from chaos