

MATRICULATE

Manager – High School Fellow (HSF) Recruitment
New York, NY

Position:	Manager, High School Fellow (HSF) Recruitment
About Matriculate:	<p>Matriculate’s mission is to empower high-achieving high school students from low-income backgrounds to make the leap to our nation’s top colleges and universities. Our vision is that one day all the best students in America will have access to and be supported at top colleges—regardless of their income or background—which will give them a unique opportunity to change the trajectory of their lives and the lives of their families.</p> <p>Matriculate empowers teams of undergraduates to provide free virtual college advising to high-achieving high school juniors and seniors from low-income backgrounds. Equipped with more than 50 hours of training, undergraduate Advising Fellows provide the information, guidance, and support that these high school students need to apply to, gain admission at, and excel in the best institutions. Matriculate is working to build an America in which all talented students have a fair shot at top colleges and universities long reserved primarily for the elite.</p> <p>Matriculate is a founding partner of Bloomberg Philanthropies' college access and success initiative called CollegePoint, which aims to help as many as 65,000 students to apply to, enroll in, and graduate from the best colleges and universities.</p> <p>Matriculate is committed to partnering with communities of staff, high school students, and undergraduate Advising Fellows to foster a diverse, equitable, and inclusive organization. We seek to build a team that is active in contributing to advancing and sustaining a culture in which all lived experiences are welcome.</p>
Position Overview:	<p>Matriculate seeks an exceptional manager to cultivate, manage, and grow Matriculate’s student recruitment outreach and partnership strategy.</p> <p>This position requires a drive and passion for our mission, paired with experience in people, program, and partnership management, establishing and stewarding relationships, network building, communication with both internal and external stakeholders, and setting and achieving aggressive goals.</p> <p>The High School Fellow Recruitment Manager reports to the Senior Director of Student Experience while working closely with the rest of the Matriculate team. This is a full-time position with a competitive salary and benefits package.</p>
Position Responsibilities:	<p>High School Fellow (HSF) Recruitment and Selection</p> <ul style="list-style-type: none">• Manage and grow the HSF recruitment and selection strategies to achieve the Matriculate recruitment and selection goals including the strategic priority of serving more first-generation, rural, and underrepresented students of color

	<ul style="list-style-type: none"> ● Collaborate with internal and external stakeholders to design and manage the student application and review process, with attention to user-experience and equity ● Leverage data to improve recruitment and selection <p>Cultivate and Grow Partnerships</p> <ul style="list-style-type: none"> ● Execute against the strategy to develop a pipeline of prospective recruitment partners using a multi-tiered approach ● Generate interest through informal and formal communication channels; connect with peers in the field; develop persuasive marketing materials ● Attend and present at relevant conferences, webinars, and other events ● Develop strong, positive relationships with Matriculate partners and supporters including representing Matriculate at stakeholder meetings; also support relevant members from the broader Matriculate team in doing the same ● Collaborate with partners on initiatives that deepen student recruitment ● Serve as the point of contact for external communication related to new partnership onboarding and ongoing management <p>Data and Reporting</p> <ul style="list-style-type: none"> ● Collect, analyze, interpret, and report program data and qualitative stories to communicate impact internally and externally on a routine basis; foster a culture of rigor, knowledge, transparency, learning, and continuous improvement ● Maintain consistency in proactive communication and action item follow-up for external partners; ensure partners are engaged and recognized ● Collaborate with internal Matriculate staff to establish consistent information sharing <p>Management</p> <ul style="list-style-type: none"> ● Manage the High School Fellow Recruitment Associate ● Manage student recruitment budget and guide resource allocation decisions to achieve program goals ● Track and support partnership progress ● Develop relevant systems for scalability <p>Commitment to Innovation and Quality</p> <ul style="list-style-type: none"> ● Collaborate across the Matriculate program to ensure maximum consistencies and efficiencies ● Be/become an expert in the college access landscape
<p>Candidate Qualifications:</p>	<p>The ideal candidate will have:</p> <ul style="list-style-type: none"> ● A deep commitment to Matriculate’s mission ● A bachelor’s degree and at least 3-5 years of experience in people and program management, ideally focused in recruitment and admissions, college access, and/or education

	<ul style="list-style-type: none"> ● Outstanding management skills and a track record of building a team and helping others reach ambitious goals ● Excellent attention to detail and focus on execution; organizational and project management skills ● Ability to communicate effectively in writing and verbally to a range of audiences ● Unwavering commitment to excellence and strong leadership skills, including the ability to work effectively with diverse groups of people ● Ability to think strategically and analytically while managing tactical implementation, balancing both long-term and short-term projects, and planning ● Ability to build, manage and leverage relationships with a proven track record of flexibility and influence ● High degree of personal initiative in problem-solving, commitment to constantly learning, growing, and reflecting on their work ● Desire and ability to meet aggressive strategic goals, work independently and thrive within an entrepreneurial, fast-paced, and growing organization ● Ability to work evenings and weekends as necessary ● Willingness to travel domestically in urban and rural areas, potentially up to 15% ● Excellent judgment and impeccable integrity ● Command of remote communication methods, including Zoom and Slack ● Strong command of Microsoft Office suite; experience with Salesforce a plus
Location:	We have a flexible, hybrid model for NYC-based staff. Employees in other areas are fully remote.
Compensation:	Salary range of \$66,300-\$76,245, commensurate with experience. In addition, Matriculate offers a comprehensive benefits package.
To Apply:	<p>Submit an email with the following details and attachments to careers@matriculate.org.</p> <ul style="list-style-type: none"> ● Update the subject line to: “Manager, HSF Recruitment – [your name]” ● Attach PDF versions of your [cover letter, resume, and a nonfiction writing sample] <p>Applications that are not submitted in accordance with these instructions or are missing documents will be deemed incomplete and will not be considered.</p> <p>All applications will be reviewed on a rolling basis until the role is filled.</p> <p><i>Matriculate is committed to partnering with communities of staff, high school students, and undergraduate Advising Fellows to foster a diverse, equitable, and inclusive organization. We seek team members who will be active contributors to advancing and sustaining a culture in which all lived experiences are welcome.</i></p>

<p><i>We are committed to creating a diverse environment and are proud to be an equal opportunity employer. We are committed to maximizing the diversity of our organization.</i></p>

<p><i>All qualified applicants are encouraged to apply.</i></p>
