



Manager, Admissions & Placement
SEEDS: Access Changes Everything
Updated: January 2, 2025

The **Manager, Admissions & Placement**, in collaboration with the Vice President, Admissions & Placement, will support the growth efforts of both the Admissions and Placement teams for the organization's three academic programs. This role will serve in an operational and administrative capacity for the team helping to manage processes and systems for the Admissions and Placement teams.

SEEDS operates three academic programs: The Scholars Program, which prepares middle school students for entrance into independent high schools; The Young Scholars Program, which prepares elementary school-aged students for entrance into independent middle schools; and the College Scholars Program, which prepares public high school students for matriculation into competitive four-year colleges and universities. The College Scholars Program is currently being expanded to double the number of students who are enrolled over the next two years.

The Admissions team works to identify, recruit, and admit qualified candidates to our three academic programs. The Placement team works closely with students and their families in all three programs to select, advise, and place students into selective and highly selective day schools, boarding schools, and colleges.

ABOUT SEEDS

Founded in 1992, SEEDS: Access Changes Everything is a privately funded, nonprofit organization. We change the lives of motivated, high-achieving students from low-income families by transforming their educational opportunities. Graduating 170 students annually and more than 3,200 since its inception, every member of SEEDS' 25-person staff understands how their work contributes to students' success every day.

RESPONSIBILITIES INCLUDE:

Team Administration:

- In coordination with the VP, Admissions & Placement, create and monitor work plans for individual members including monthly and annual goals, and reporting on key performance indicators for the department.
- Ensure consistent professional development opportunities for all team members

including workshops, conferences, dissemination of pertinent articles, organizational memberships, etc.

- Support the VP, Admissions & Placement, in the hiring and evaluation of department staff.
- Participate in bi-weekly staff meetings and regularly coordinate with other staff members and departments on cross-departmental initiatives.
- Coordinate weekly (team) and bi-weekly (department) meetings and ensure timely follow-up on agenda items.
- Support budget processes as they relate to current spending, projected spending, and staff reimbursements.
- Support team members in the development and execution of major events including, but not limited to, two school fairs, recruitment information sessions, and admissions interviews.
- Responsible for the management of team-related facility and vendor contracts, agreements, and payments.

Recruitment & Admissions:

- Review and develop admissions team timelines, goals, and action items to ensure strong results.
- Participate in presentations to parents, students, and partner schools as a representative and advocate for SEEDS' programs.

Placement:

- Review and develop placement team timelines, goals, and action items to ensure strong results.
- Support the planning and execution of Placement events such as school visits and school fairs.
- Help to educate and guide students and families on the placement process for both independent schools and colleges/universities.

Other Responsibilities:

- Serve as the primary liaison to the Assistant Director, Program Data to optimize the use of data as it relates to the work of the department. These data and reports may also be utilized for the board, donors, staff meetings, and additional parties.
- Other organization-wide duties and responsibilities, as needed.

NECESSARY WORK EXPERIENCE/LEVEL OF EDUCATION

- Bachelor's degree required
- At least three to five years of experience in managing projects and/or people
- Experience working with youth in program management and/or education setting is a plus
- Knowledge of the college and/or independent school admissions process is a plus
- Experience in non-profit organizations is a plus
- Ability to work in a fast paced, ever-changing array of roles and responsibilities

TECHNICAL SKILLS

- Must have functional understanding of the applications of Microsoft Office
- Functional understanding of Google Suite is a plus
- Knowledge of FileMaker Pro is a plus

IMPORTANT REQUIREMENTS

- Work on some weekends and evenings throughout the year (advanced notice provided)
- Occasional travel – Overnight 10% of the year & Local 15% of the year (percentages subject to change)
- Summer travel to partner sites, as needed
- Valid driver's license and reliable access to a vehicle
- Use of a personal vehicle for business purposes (mileage reimbursement provided)
- Use of a personal cell phone (reimbursement provided)

OTHER COMPETENCIES

- A deep belief in the importance of an excellent education for all students
- Ability to function as a member of a diverse team, prioritize multiple tasks, and communicate well with a diverse set of individuals and groups
- Strong oral and written communication and presentation skills, including the ability to effectively and compellingly articulate the SEEDS mission and the ability to engage in a professional manner with students, families, and staff
- Capacity and skill set to organize and supervise large projects
- Analytical and problem-solving skills, energy and imagination, and a willingness to try new solutions and evaluate their effectiveness

COMPENSATION

- The salary for this position starts at \$65,000
- Medical, Dental and Vision benefits
- Health and Dependent Flexible Spending Accounts
- 401k retirement Plan with an employer-match

TO APPLY

- Email resume and cover letter with the subject line "Manager, Admissions & Placement" to: jobs@seedsaccess.org

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

SEEDS – Access Changes Everything encourages and supports diversity and inclusion in our workplace. SEEDS aims to select, place, and train the best qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees in compliance with applicable local, state, and federal laws and without regard to non-work- related factors such as race, color, religion/creed, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected class.