



Student Alumni Manager at iTeach Schools

Overview

iTeach Schools is a fast-growing TFI alumni led start-up, focussed on providing a free, foundational and excellent education to secondary students. We currently operate 5 Grade VIII to Grade X schools, in a collaborative initiative with the PMC School Board and our funding partners. Our 5 schools serve about 1000 students in 2017-18, and will expand to reach full capacity of 1200 students in 2018-19. Read more about us at www.iTeachSchools.org

The secondary grades are the last lap of intervention for these students, and most probably the only chance we have left *to level the playing field* between them and their high-income peers. In the academic year 2018-19, we are looking to start *2 more schools*.

As our schools grow, so does our student alumni body. This year, we have 109 alumni, next year we will have close to 300! To ensure that these students make it all the way through college to fulfilling employment, we have founded a Student Alumni Wing this year, and are looking for an exceptional person to join the founding team as the Student Alumni Manager.

Responsibilities

The Student Alumni Manager will be a part of the Student Alumni Wing, a key vertical of iTeach Schools – one that ensures that our students make it all the way through college towards stable, safe employment. iTeach Schools has committed to supporting our students for 5 years post Grade X. The Student Alumni Manager will be an integral part of the effort to identify the key levers of this support, and then execute the most effective and efficient structures to provide it.

The Student Alumni Manager will spend half their time with alumni and half their time on initiatives that benefit the structure of the program. All goals and responsibilities for this role align with our larger vision of ensuring 100% of our students enrol and stay in college so they can graduate successfully. Through our time with our students, we want to ensure that we are bridging the gap between education and employment.

The Student Alumni Manager role is the perfect blend of an external facing role, in-class time with students, strategy contributions and creating lasting impact.

1. Program Design

- Uphold consistent feedback cycles to tweak and enhance sessions in classrooms based on student outcomes
- Suggest concrete and effective strategies to increase student alumni engagement
- Design, implement and monitor the peer-development program
- Design, implement and monitor literacy clubs

2. Sessions with students

- Create content for sessions intended to build skills in our alumni
- Execute these sessions with alumni
- Manage and effectively increase the alumni engagement data

3. Academic, Financial and Social Support

- Invest external stakeholders to secure scholarships and financial aid for our student alumni
- Partner with professionals and institutions for alumni support
- Organize and shadow Student Alumni Support Groups

4. Student On-boarding to College

- Ensure student admissions to FYJC and Bachelors College are complete
- Build relationships with colleges to ensure that we are involved when any of our students face extreme difficulties
- Identify on-campus support structures for our students

5. Management

- Manage the student leaders to build relationships with the community, ensure maximum student engagement and enable effective functioning of the Student Hubs
- Manage the individuals involved in the execution of peer learning and literacy clubs

6. Team Culture and Development

- Participate in strategy stepbacks and reflection sessions

- Build meaningful relationships with school leaders and school staff
- Participate in peer development
- Build the student alumni community into a thriving, supportive and student-led entity

Experience and Competencies

Experience:

- Bachelor's degree with a minimum of 2-3 years of relevant work experience
- Demonstrated success in investing stakeholders, success in project planning and execution, resource allocation and optimization, operations and evaluation

Competencies:

- Ability to work on multiple projects at the same time
- Ability to build effective relationships with stakeholders and invest them in the objectives of the program
- A strong, professional work ethic and the ability to work in a team
- A strive for excellence
- A willingness to learn and continuously develop stronger skills
- Independence and drive