



JOB DESCRIPTION

POSITION: Enrollment & Career Specialist
REPORTS TO: DIRECTOR, ADMISSIONS & PROGRAMS
CLASSIFICATION: EXEMPT
LOCATION: TBD
REVISION DATE:
SALARY:

ABOUT THE DATA INCUBATOR

The Data Incubator, a Pragmatic Institute company, trains and places data scientists into careers with our network of hiring partners across the US. The Data Science Fellowship program is an 8-week, intensive data science bootcamp designed to elevate the skills of our Fellows to prepare them to work in one of today's fastest-growing fields. Our network of hiring partners are looking to grow their data science teams and source candidates through our Fellowship.

POSITION DESCRIPTION

The Enrollment and Career Specialist is responsible for assisting with our quarterly admissions processes as well as assisting with the operations of the Fellowship program to ensure a positive experience for our students. The Enrollment and Career Specialist will also assist students with navigating the hiring process.

Each year, the Data Incubator runs 4-6 cohorts of approximately 40-80 students each. During each cohort, you will work closely with each student to help them navigate the admissions process, thrive in our program and find success with our hiring partners.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Assist with caseloads ranging from 40 to 100 students through the admissions process all the way to job placement.
- As a member of a high-performing team, you will be expected to meet admissions performance goals and generate referral activity.
- Guides prospective students through TDI's admissions processes by clearly communicating program requirements, payment options and time commitment.
- Coordinates with internal teams to create cohort schedules
- Assists with scheduling of fellowship interviews

- Proactively manages and responds to a high volume of prospective students. This can include, but is not limited to, phone, email, and video conferencing.
- Help with contact strategy to ensure active outreach to applicants and students.
- Host weekly career services lectures to assist students with sharpening soft skills.
- Help with career and job placement services by coordinating with internal teams and hiring managers
- Assist with onboarding process with all new students.
- Ensuring all students have access to tools and environments provided throughout the program.
- Responsible for assisting Admissions Director with all internal operations associated with the Fellowship program.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Outstanding written and verbal communication skills.
- Empathetic listener and communicator.
- Detail-oriented and systematic.
- While the position doesn't require data science skills, you should have an interest/ability to learn the components that are necessary for success in this role (which will be supplied to you).
- Able to work with diverse staff, students, and stakeholder groups (execs, alums, partner schools, etc.)

EDUCATION AND EXPERIENCE

- Minimum 3 years of program operations or admission experience
- Career services experience is preferred
- Proficient with the Internet and Microsoft Outlook, Word and Excel.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

WORK ENVIRONMENT

This position would be a hybrid of in-person/ remote.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, squat, bend and walk; use hands to finger, handle or feel; and reach with hands and arms.

POSITION TYPE/EXPECTED HOURS OF WORK

Some flexibility in hours is allowed, but the employee must be available during “core” work hours of 9:00 am to 5:00 pm Monday through Friday.

May have to stay late to help with various networking events.

TRAVEL

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by the job holder. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. The Company reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.