



FUND FOR ADVANCEMENT OF MINORITIES THROUGH EDUCATION

Admission and Transition Coordinator

The Admission and Transition Coordinator holds an essential role in accomplishing the mission of FAME programming. The person serving in this position carries the exciting duty of finding and admitting the talented students that we serve within the community, guiding these youth through the preparatory experience that FAME provides, and ultimately collaborating with our school partners to ensure that FAME's participants successfully embark on a promising career at the independent high schools that FAME partners with.

Essential Duties and Responsibilities:

Under the leadership of the Chief Executive Officer and direct supervision of the Director of FAME Academy, the Admission and Transition Coordinator is responsible for recruitment of FAME Academy students and the appropriate placement of students from the FAME Academy and St. Edmund's Academy to the core FAME program and an independent school.

Responsibilities include, but are not limited to:

Admission

- Recruiting, testing and selection of all FAME Academy students annually
- Planning and implementing Elementary/Middle School Academic Labs
- Planning and facilitating community-based FAME Informational Meetings
- Fielding inquiry phone calls and responding to website inquiry forms
- Stewarding families through the FAME Academy admissions process
- Effective collection of important student information during admission process
- Ensuring a full complement of highly qualified students enroll in the FAME Academy each year

Transition

- Preparation of Academy students for the independent school application process
- Guide FAME Academy students through transition to FAME's partnering independent schools
- Guide all St. Edmund's Academy graduating 8th grade FAME Scholars through transition to partner high school
- Leading FAME's collaboration with its partner schools during the student placement process
- Meeting annual goals for successful student placement into independent high schools
- Development and maintenance of a dynamic and functional Academy presence on the website
- Develop marketing material for community outreach
- Generate quarterly status reports using qualitative and quantitative data to evaluate program effectiveness and alignment with FAME's mission

Mentorship/Instruction

- Active supervision of FAME Academy students during academic enrichment programming
- Direct student exploration of high school and college options in the classroom setting

Qualifications of the Ideal Candidate:

- Bachelor's degree required
- Experience in middle/high school/college counseling or admissions preferred
- Interest in middle school aged youth and commitment to educational equity
- Proven track record of achieving goals and understanding of strategic planning
- Strong interpersonal, intercultural, and verbal communication skills
- Demonstrated ability to write clearly and persuasively
- Strong event planning skills and ability to work under time constraints
- Keen attention to detail, organizational skills, and the ability to multi-task
- Excellent data-mining skills and the ability to develop structure and systems
- Must have access to reliable transportation and the ability to work weekends and evenings

If interested in applying, please send an email with the subject line "FAME Admission and Transition Coordinator Position", including your resume and professional references to fameacademy@famefund.org