



Sample Job Posting 4

The Broad Residency in Urban Education Assistant Director, Recruitment & Selection

ABOUT THE ORGANIZATION:

The Broad Center for the Management of School Systems is a nonprofit organization that recruits, trains and supports talented leaders from across America to transform urban public school systems. For generations, Americans have called public education “the great equalizer.” But in too many places, school systems are not living up to that promise. Instead, outdated, inefficient bureaucracies too often exacerbate inequities and get in the way of good teachers' ability to do great work. Driven by the belief in the power of public education and inspired to make a difference, a growing network of experienced leaders and managers are taking on the challenge.

The Broad Academy and The Broad Residency (TBR) in Urban Education prepare these professionals to put their skills and know-how to work making student learning the primary driver of every central office dollar and decision. By targeting resources where they are needed most, efforts of Broad Center alumni are helping improve the learning outcomes and life chances of the students they serve. In public school districts, charter management organizations and even state and federal departments of education, more than 500 members of The Broad Center's alumni network are working with educators, parents and community leaders to help their schools soar. Regardless of the setting, for each one of them, the goal is the same: Make public education systems more effective, more efficient and more equitable so that every student receives a world-class education.

For more information, visit The Broad Center website at www.broadcenter.org.

ABOUT THE POSITION:

The Assistant Director, Recruitment & Selection is responsible for helping TBR analyze, refine, and execute best-in-class recruitment, marketing, and selection practices in order to achieve the goal of placing ~60 new Residents this coming year. Reporting to the Director of TBR's Recruitment & Selection Team, this exciting opportunity allows an individual to manage large, complex projects, conduct research and analysis, and build productive cross-sector relationships spanning K12 education and the private sector.

This is an extraordinary opportunity for a personable, self-starter passionate about transforming our country's urban education systems in order to deliver better education to students on a national scale.

Primary responsibilities include, but are not limited to:

- Lead the execution of various national and regional marketing/recruitment strategies with the goal of placing ~60+ high-quality professional candidates



Career Services Office

- Proactively execute and lead multiple outreach/marketing activities (networking events, presenting at campus presentations, conferences, information sessions, etc.)
- Proactively build and lead multiple strategic relationships or partnerships in order to raise awareness of the program
- Cultivate and track candidates throughout the recruitment and selection process
- Educate, counsel, and motivate candidates regarding a career transition into education
- Create/maintain marketing materials (i.e. brochures, website, other collateral)
- Help drive the national selection process (i.e., narrowing more than 2000 candidates to a final pool for placement) by:
 - Reviewing high quantities of resumes and application essays
 - Conducting phone and in-person interviews
 - Conducting reference checks with senior executives
 - Utilizing strong judgment and strong instinct/emotional intelligence to support decision-making
 - Driving continuous improvement/refinement of all selection processes and strategies through the use of critical thinking and analytical skills in all aspects of the work

Other duties as required to ensure The Broad Center achieves its mission.

COMPENSATION AND BENEFITS:

Salary and benefits will be competitive and commensurate with experience.

The ideal candidate will possess the following qualifications:

- At least 3 to 4 years of prior work experience (strong preference for K-12 education or private sector experience)
- Graduate degree strongly preferred
- Marketing experience is preferred, but not required
- Ability to execute high volume day-to-day hands-on work as well as strategic and analytical work
- Ability to simultaneously plan and execute multiple detail-heavy projects
- Strong analytical skills and ability to learn new systems quickly



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- Impeccable judgment evidenced by the ability to evaluate/assess talent
- Outstanding interpersonal skills and track record of building strong relationships
- Strong written and verbal communication skills
- Quick learner who desires (and is responsive to) feedback
- Flexibility, tirelessness, and creativity; the ability to create and/or execute ideas in fast-paced or ambiguous environments
- Self-motivated and high-achieving; thrives on a small team as both an individual contributor and collaborative team member
- Sincere commitment to The Broad Center's mission of positively impacting millions of children by improving K-12 public education
- Sense of humor is optional, but preferred

Employment is contingent upon a thorough background and reference check. Applicants must be legally entitled to work in the United States.

The Broad Center does not discriminate on the basis of race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation or other characteristic covered by law with regard to employment opportunities.