



Title: Admissions Manager

Employment Type: Full-time

Reports to: Director of Operations

About Innovate Birmingham

Innovate Birmingham and our partners are driven by a shared belief: talent is distributed equally in our community but opportunity is not. Our programs are designed to address this challenge by identifying talent needs with employers; connecting with area residents who are disconnected from the labor market; and providing holistic support, professional development, and training for our students. As a demand-driven nonprofit organization, our programs are updated and aligned with industry needs along with input from employers and participants.

Innovate Birmingham offices are located at the Innovation Depot (**currently operating remotely due to COVID -19 precautions**).

Job Summary:

The Admissions Manager will oversee the recruitment and admissions process for Innovate Birmingham. This person will work closely with all internal teams such as operations, marketing, and engagement, as well as outside agencies to ensure full class registration for each cohort. As the first point of contact for most students to our program, the Admissions Manager will have great communications and problem solving skills.

Job Responsibilities:

Admissions

- Serve as the primary point of contact for all program applicants.
- Manage the Innovate Birmingham admissions process; making recommendations on how to improve processes and increase efficiency.
- Communicate regularly with applicants and those on the waitlist to ensure progression through the application process.
- Review all applications, conduct applicant interviews, make recommendations for approval, and notify students of admission status.
- Lead the Admissions Committee through the admissions process.
- Other duties as assigned

Recruitment

- Oversee the recruitment process with Innovate Birmingham's Marketing Manager to ensure full registration for each cohort.
- Serve as the primary point of contact for applicants, parents, and higher education staff.
- Collaborate with the Director of Engagement in cultivating relationships with community stakeholders, college professors, college and high school advisors, administrators, student leaders, community organizations, and school counselors to disseminate



program information to eligible students.

Data Management

- Track recruitment and admissions metrics for grant reporting.
- Maintain applicant/participant data in accordance with Innovate Birmingham policies and funder requirements.

What You'll Have:

- A bachelor's degree in health/human services, communications, HR or social work or 2-3 years of relevant work experience
- Ability to identify and document students' strengths, needs, and any risk factors.
- Great listening skills
- Strong attention to detail
- Excellent oral and written communication skills
- Skilled in interpersonal relationships and dynamics.
- Experience creating systems and solving new problems
- Skilled in delegating tasks as well as working in a team environment

What Will Set You Apart:

- Previous recruiting experience.
- Knowledge of casework principles and goal directed services.
- Knowledge of legal and ethical issues relative to confidentiality of client records and professional boundaries.
- Knowledge of behavior modification and disciplinary techniques, problem solving and coping skills.
- Ability to set limits with clients relative to services that will be provided.

Compensation:

Salary: \$40,000 - \$45,000 per year

Competitive health, dental, vision, and life insurance benefits

Fast-paced and autonomous work environment with flexible vacation policy

Application Instructions:

To apply, email a cover letter and resume with the subject line "Admissions Manager Application" to (denita@innovatebham.com)

Applications will be accepted until the position is filled.