



PER SCHOLAS

POSITION TITLE: [Associate, Recruitment & Admissions - Boston, MA](#)

LOCATION: Boston, MA

WHO WE'RE LOOKING FOR

Per Scholas is seeking a dynamic, team-oriented individual to serve as the Associate, Admissions within our Program Operations department in Boston.

The Associate, Admissions is responsible for the admissions process in Boston which includes leading weekly information sessions, daily communication with applicants, candidate assessments and interviews, entering data and verifying accuracy in Salesforce, spearheading alumni engagement activities, and coordinating special projects and events like graduations and class kickoffs.

WHAT YOU'LL DO

- Review applications and communicate with training applicants and students daily
- Lead daily information sessions
- Lead the selection process for prospective candidates from application to enrollment
- Collect information to verify eligibility
- Conduct candidate interviews
- Data entry and verification
- Lead alumni engagement efforts
- Use data to drive tactical decisions in the admissions process
- Coordinate class kickoffs and graduations
- Make appropriate referrals for denied applicants
- Organize and maintain student records
- Assist in coordination of special projects and events
- Provide telephone coverage as needed
- Perform other responsibilities as assigned by Manager

WHAT YOU'LL BRING TO US

Professional Qualifications

- Associate's Degree or higher preferred, HS Diploma or equivalent required
- One to three years of related work experience in admissions, HR recruiting, or customer or client-facing administrative role, preferably in workforce development or other non-profit organization
- Intermediate to advanced knowledge of Google Suite; knowledge of Salesforce preferred
- Typing speed of 35 wpm or higher

Personal Characteristics

- You thrive in a creative, inventive, fast-paced startup environment with people who are passionate about their work and mission.
- You are data-driven, result-oriented and a forward-looking catalyst for social change.
- You have a collaborative and flexible work style. You're excited to work cross-functionally with other departments and independently.
- You are an effective communicator with strong oral and written skills.
- You are tech savvy and can learn quickly.
- You are solutions and process oriented with strong project management skills.
- You are strong at managing your time and you can balance multiple projects and tasks.
- You are highly organized and detail-oriented with the ability to manage multiple tasks and projects.
- You stand behind our mission, believing that individuals from any community should have access to well-paying career positions, and that talent should be recognized and recruited from many diverse sources.

WHY WORK HERE?

We believe our staff is the heart and soul of the organization. Our workplace culture is challenging, supportive, collaborative and mission-driven. We take a genuine interest in career paths and work-life balance and welcome contributing ideas from staff at all levels. Working at Per Scholas means working somewhere full of engaging, savvy, diverse people who care deeply about pushing our work forward.

You'll enjoy a welcoming and professional environment, self-development opportunities, innovative technology, and benefits such as healthcare and a 401K match. If you want to work in a progressive organization, where you can build something meaningful and have fun while doing it, we would love to hear from you.

ABOUT PER SCHOLAS:

Per Scholas is a national nonprofit that drives positive and proven social change in communities across the country. Through rigorous and tuition-free technology training and professional development, we prepare motivated and curious adults who are unemployed or underemployed for successful careers as IT professionals, and we create on-ramps to businesses in need of their talents. Today we provide our solutions in six cities across the country: Atlanta, GA; Greater Cincinnati, OH; Columbus, OH; Dallas, TX; the National Capital Region; and New York. To date, Per Scholas has trained more than 8,000 individuals, helping them build lasting, life-changing skills and careers in technology.

QUESTIONS?

If you have any questions about this role, please feel free to email our talent team at jobs@perscholas.org. We look forward to viewing your application! Learn more at perscholas.org.

Equal Employment Opportunity

We're proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, sexual orientation, gender identity or national origin. See our full EEO statement [here](#).