Emerging Digital Academy Recruitment and Student Life Coordinator

Full-Time: 40 hours per week
Salary: $40,000, depending on skills and qualifications

Job Summary

Emerging Digital Academy, powered by Emerging Prairie, is hiring a Recruitment and Student Life Coordinator. This position is responsible for the admission and on-boarding process, while ensuring our students are supported during their time in the program. This includes working with various team members of the organization, including marketing and social media, community engagement, instructors, operations, etc to achieve excellence in the program. Additional primary focus will be supporting the various team members to make sure nothing falls through the cracks.

You will help the educational processes while supporting students through their career development within the program. As a core member of our small team, you will play a crucial part in helping us make sure that the onboarding and program are well oiled and running smoothly. You will help ensure that our students are well supported and as prepared as possible for success. You will work closely with the rest of the EDA team to fully engage students.

Emerging Digital Academy (EDA) is North Dakota's only immersive coding bootcamp. EDA was created to address the growing demand for skilled software developers. Our flagship program is Full Stack Engineering, a 20-week technical training program that teaches students cutting-edge programming skills and emulates the on-the-job training environment. Our team is growing and you will play a significant part in our growth story.

To apply: Candidates may submit a cover letter and resume to jobs@emergingacademy.org.

Overview:

Student Support	40%
Admissions and Onboarding	25%
Student Life Operations	25%
Other duties as assigned	10%

Key Areas of Responsibility

Recruitment, Admissions, and Onboarding
- Develop and implement strategies to increase recruitment of prospective students
- Manage the admissions process for prospective students, including fielding inquiries in a timely manner, scheduling visits, and assisting with the admissions process
- Manage student onboarding, including confirming contract execution, contact information, and start dates

Student Support & Career Development
- Educate and train students on career and professional development through regular sessions, job application reviews, and continual support as students journey through their job search
- Supporting student success by supporting student tracking, feedback, and progress
- Coordinating activities relating to employer relationships, including confirming interviews, career day logistics, and invitations to graduations and other events

Admissions and Onboarding
- Manage the admissions process for prospective students, including fielding inquiries in a timely manner, scheduling campus visits, and assisting with the admissions process
- Manage student onboarding, including confirming contract execution, contact information, start dates, and financial assistance

Student Life Operations
- Assist with student life operations, ranging from communication and support, to helping order pizzas or fielding media inquiries about student projects
- Continuously work to improve our organizational efficiency, process, and effectiveness
- Represent EDA by being a good role model and participating in community events and the greater technology ecosystem
- Performs other related duties as assigned, including supporting the team.

Required Skills/Abilities:
- Has the ability to create supportive relationships with students
- Driven and focused, with a strong ability to follow through
- Proven leadership working as part of a fast moving team
- Proficient understanding of web/internet/digital concepts or at least an interest in learning
- Competency with communication tools and computer systems
- Experience with training and presentations
- Mastery of the English language, both verbal and written
- A passion for improving the lives of our students and ensuring they are supported and informed

Education and Experience:
- Bachelor's Degree or equivalent experience
- 3 years of professional experience in an administration or operations role
- Preferred Experience working in adult education, higher education or student affairs
- Experience with Career Development theory and practice

Physical Requirements:
- Ability to continuously stand or walk during events.
- Prolonged periods sitting at a desk and working on a computer.
- Ability to lift up to 50 pounds occasionally.
- Remote work capable

Availability:
- Available for full-time work (38 - 40 hours per week)
- Must be available to work some evenings and/or weekends depending on event schedules
- Must be able to work onsite and/or remotely, travel occasionally, depending on the needs

Benefits and Culture

- Duty station is in Fargo, ND with a flexible work environment that allows the employee to work from varied environments and locations.
- Core values: Trust First, Learn, Be Bold, Move Together, Be Scrappy, Think Holistic, and Lead with Gratitude.
- Retirement program with employer match.
- 80% coverage of employee health insurance premiums (not to include vision or dental).
- 10 paid holidays (including your birthday) and paid holiday break.

To apply: Please send both a cover letter and résumé to jobs@emergingacademy.org

Emerging Prairie is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

About Emerging Prairie

Emerging Prairie (EP) is an organization that believes in and nurtures the potential of our community and its leaders. We have made it our mission to energize communities through innovative initiatives, programming, and events that move the needle and ignite economic growth for our region. Some of our initiatives include operating a co-working space (The Prairie Den), launching the first code school in North Dakota (Emerging Digital Academy) and steering the momentum on the Grand Farm Initiative.

Recognition of our community's potential, development of an environment for social connectivity, and the act of highlighting the risk takers and change-makers is vitally important, as these are the key accelerators of growth and development. Emerging Prairie was founded in 2013 by a group of Fargo entrepreneurs who wanted to make a difference in the community they call home.

Mission statement: To energize communities.
Vision: The relentless pursuit to improve the human condition both locally and beyond.

Emerging Prairie is proud to be an equal opportunity provider.