



Emerging Digital Academy Student Life Coordinator

Full-Time Position

Job Summary:

Emerging Digital Academy, powered by Emerging Prairie, is hiring a 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 Head of Student Life and Community Engagement and Instructors 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.

Overview:

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

Key Areas of Responsibility

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

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



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- Proven leadership working as part of a fast moving team
- Proficient understanding of web 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
- 2-3 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 to 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, depending on the needs

Benefits and Culture:

- Flexible work environment that allows the employee to work from varied environments and locations. (Note* this role must be located in Fargo, ND)
- IRA program with employer match
- 50% coverage of employee health insurance premiums for FTE employees (Does not include vision or dental)
- Additional health benefits offered through PRO Resources
- Technology stipend per month
- 10 paid holidays (Including your birthday!)

To apply: Please send both a cover letter and résumé to recruiting@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 celebrate entrepreneurs, artists, creators, and community leaders in the Fargo-Moorhead area. 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 based upon the following principles in 2013 by a group of Fargo entrepreneurs who wanted to make a difference in the community they call home.

1. Accelerate Entrepreneurs - We host events that give entrepreneurs a platform to share their passion about their business or idea. We continue to strengthen programs that provide opportunities for entrepreneurs to learn and connect.



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2. Educate Our City - By bringing ideas to Fargo and challenging the status quo, we can move our community forward. Through events, programming, and using our influence to convene leaders, we are able to move ideas to action and impact.
3. Infuse the Arts - We create opportunities for the arts / artists to be incorporated into all of our events and programs. We believe artists are the vital culture creators in a community; culture is a key factor in what makes people choose to build a life in a city.
4. Build on Our Brightspots - We are cheerleaders and champions of the people who are doing great things in our community. Working from the idea of "a rising tide lifts all boats," we celebrate those that are making progress and positively impacting our community.
5. Practice Radical Inclusivity - As the fabric of our community becomes richer, we need to create an environment to welcome people from a variety of backgrounds, faith traditions, lifestyles, etc. We do this through actions such as participating in Welcoming Week, celebrating New American Entrepreneurs, providing gender neutral restrooms at events, utilizing "pay what you can" methods and offering vegan food at our events.

Mission statement: To energize communities.

Vision: The relentless pursuit to improve the human condition both locally and beyond.

Emerging Prairie strongly values diversity, equity, inclusion -- it continues to be one of our core values as an organization. We encourage applicants to read through the Diversity, Equity, and Inclusion Assessment found at <https://emergingprairie.com/about-us>. Emerging Prairie is proud to be an equal opportunity employer and prohibits discrimination and harassment of any kind.