Relay Graduate School of Education

Title: Coordinator of Operations, Relay Newark

Location: Newark, NJ

Job Type: Full-Time (Experienced)

Compensation Type: Salary

Start Date: 5/16/2016

Job Description:

Reporting to the Director of Operations, the Coordinator of Operations, Relay Newark is a pivotal member of the Regional Operations and the Teaching Faculty teams. The Coordinator of Operations will ensure that the Relay Newark campus runs seamlessly for its graduate students, faculty, and staff. The Coordinator of Operations will work closely with the Director of Operations, the Dean, shared services, and other operational and instructional colleagues. Supporting cross-team communication and operations, this individual will play an integral role in ensuring the Relay Newark campus is preparing excellent public school teachers to serve high-need schools across the metropolitan area.

Primary Responsibilities:

- Collaborate with the Director of Operations and Dean to ensure seamless campus operations
- Implement and support strong systems and processes to increase the efficiency of cross-functional team work flows
- Manage graduate student communications to and from the Dean’s Office
- Plan, coordinate, and execute all Saturday and weeknight class days and communicate accurate logistics to graduate students and instructors
- Populate student and faculty-facing components of the online learning management system
- Work strategically with Director of Operations, school partners, and appropriate staff to secure facilities and schedules needed for class days
- First-line of communication regarding certification inquiries
- Support in research, planning, and execution of the Relay Newark 2017-2018 student recruitment strategic plan
- Support in the execution of all Relay Newark graduate student and alumni events
- Facilitate the dissemination of student surveys
- Maintain a clean, organized office that inspires productivity and meets the needs of faculty and staff
• Support the creation and maintenance of a positive organizational environment by following through on promises and directives
• Perform other related duties as required and assigned

Qualifications:
First and foremost, the Coordinator of Operations, Relay Newark must share the team’s sense of urgency about the need to improve student achievement through phenomenal teacher training. Additionally, candidates for the position must have the following:

• Bachelor's degree
• At least 1 – 2 years of work experience; teaching experience a plus
• A demonstrated interest in education and/or operations
• Strong project management skills paired with the ability to synthesize information from a variety of sources
• Acute attention to detail and a focus on efficiency and systems building
• Excellent communication skills
• Ability to work efficiently, intensely, and within an entrepreneurial environment
• A demonstrated passion for urban education and closing the opportunity gap
• Authorized to work in the United States

Application Instructions:

About the Organization:
Relay’s mission is to teach teachers and school leaders to develop in all students the academic skills and strength of character needed to succeed in college and life. Our vision is to become the place where a new generation of continuously-improving, results-focused individuals can fulfill their destiny in the world’s greatest profession.