



Operations Fellow

About Albuquerque Collegiate:

Albuquerque College is a high-expectations K-5 tuition-free, public charter school educating a high minority and low-income student population. We firmly believe that demographics do not determine destiny and that all students should have access to an excellent education. Learn more at www.abqcollegiate.org

Job Description: Operations Fellow

The Operations Fellow is a part-time position. The individual in this position is responsible for supporting the operations and communications of Albuquerque Collegiate. Working collaboratively with the Executive Director, the operations fellow will support the efficiency of the front office, and will be responsible for interfacing with families, and supporting school-wide communications, and maintaining operational, and data systems to ensure teachers and students have what they need to reach our goal of student achievement.

Essential Responsibilities

- Assist leadership team, especially during non-instructional time (arrival, breakfast, lunch, recess, dismissal, transitions) to monitor students
- Performing operational support duties for instructional staff, including data entry, copies, homework, etc.
- Support operations team with student recruitment, enrollment and registration
- Help monitor resources provided to all staff, including classroom resources and copy services.
- Support leadership team in implementation of school-wide systems and procedures
- Maintaining and operating a variety of office equipment, such as the copy machine, printers, fax machine, and scanners with speed and accuracy
- Assisting in the coordination of special events
- Assisting the Executive Director and members of the leadership team, as directed

Competencies

- Commitment to uphold and execute upon the mission of Albuquerque Collegiate
- Clear and effective communication skills for diverse audiences including students, staff, families, and community
- Solutions-focused style that encourages teamwork and collaboration to support the development of students
- Willingness to foster creativity and innovation with enthusiasm for work, and ability to motivate and unite others
- Ability to reflect on how to improve self-awareness of strengths and weaknesses, willingness to take responsibility for actions and mistakes

Job Qualifications

- High school diploma required; college diploma in-progress preferred
- Spanish proficiency (written and spoken) required
- Strong attention to detail and organization
- Demonstrated ability to work well in a team, especially with parents and community members
- Ability to work effectively under stressful working conditions

Salary

Albuquerque Collegiate offers competitive hourly pay for this part-time position. Operations fellows will work between 15-30 hours per week. Starting pay is \$10-\$12 per hour. All staff members are equipped with the tools needed to succeed, including relevant and quality professional development, laptop computer, email and all necessary supplies.

Apply Now

Please send a resume and cover letter to Jade Rivera at jrivera@abqcollegiate.org. Applications will be reviewed as they are received, and candidates are encouraged to apply as soon as possible.

Start Date

Anticipated start date is July 1, 2019.