



## Operations Fellow

### Who We Are:

At Albuquerque Collegiate, we firmly believe that demographics do not determine destiny and that access to a truly excellent education is a civil right. We are working everyday to prove what is possible for our South Valley community and provide our scholars with a game-changing education. In the last year of available statewide testing, Albuquerque Collegiate scholars performed in the top 1% of elementary schools in New Mexico.

At Albuquerque Collegiate, we know highly supported staff members are a tremendously strong predictor of student success. As such, we coach and invest in our team members so that they can help our scholars achieve at the highest levels. Are you ready to join our team of game-changers?

### Who We're Looking For:

We are looking for high-capacity, energetic individuals, who share our belief about the unlimited power and potential of every child. Sound like you?

- A **steadfast believer**, committed to upholding and executing upon the ambitious mission of Albuquerque Collegiate
- A **determined problem-solver** who is eager to approach challenges and opportunities with thoughtful solutions
- A **no-nonsense nurturer** who knows that students will rise to the high expectations we set for them
- A **growth-minded thinker** who is open to feedback, coaching and constantly striving to improve their practice
- An **enthusiastic team-player** who motivates team members through positive collaboration toward a shared goal
- A **proactive communicator** who productively engages with students, families, coaches and teammates
- A **results-focused achiever**, with a "whatever it takes" mentality to deliver on our promise to provide all students with a game-changing educational experience

### What You'll Do:

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 operations team, the operations fellow will support the efficiency of the building, and will be responsible for interfacing with families, supporting school-wide communications, and maintaining operational systems to ensure teachers and students have what they need to reach our ambitious student achievement goals.

### 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



### **Job Requirements**

- High school diploma required; college diploma in-progress preferred
- Spanish proficiency (written and spoken) highly preferred
- 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 25-30 hours per week. Starting pay is \$14 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.

### **Schedule**

We are hiring multiple fellows for morning shifts and afternoon shifts. The morning shift fellow will work Monday-Friday, 7:15am-12:45pm. The afternoon shift fellow will work Monday-Friday, 10:15am-3:45pm.

### **Deadline/How to Apply**

- Apply by May 31, 2022 for priority consideration.
- Applicants **must** submit via the google form (link below) for application consideration

**[APPLY NOW](#)**

*Albuquerque Collegiate Charter School is an equal opportunity employer. We seek applicants of diverse backgrounds and hire without regard to color, gender, religion, national origin, citizenship, disability, age, sexual orientation, or any other characteristic protected by law. Candidates are evaluated solely on their qualifications to perform the work required.*