Student Employment Manager

Turing School of Software & Design is seeking a Student Employment Manager to join our growing team.

Turing currently offers a 27-week full-time intensive instructional program for adults desiring to become professional software developers. Beneath the surface, Turing is a 501(c)3 non-profit organization working to change the landscape of the technology industry by training a diverse, passionate, and highly skilled workforce capable of building the applications that'll change the world.

Turing students go through three phases: recruitment/pre-enrollment, attending the program itself, and the post-graduation/hiring phase. The Student Employment Manager is tasked with building and maintaining a robust hiring network for our graduates, ensuring that they're able to smoothly transition from Turing into a job.

The essential metrics of this position are the number of days between when a student graduates and they receive their first job offer, their satisfaction with the job hunt process, and the percentage of students still employed after six months.

Responsibilities

This position reports to the Director of Operations, Jorge Tellez. The responsibilities will include, but are not limited, to the following:

- Designing and implementing an engagement strategy to build ongoing relationships with hiring companies
- Working with students to create, edit, and post resumes and portfolios
- Collecting, analyzing, and distributing data related to student job applications, interview processes, jobs, and results
- Managing and/or participating in the development of software tools to track and facilitate the job hunting process
- Delivering professional development sessions to students and graduates to improve their job hunting and interviewing skills

Radical success for this position would result in every single student graduating the program with a signed job offer in hand by the last day.

Qualifications & Expectations

High quality applicants will have some or all of the following:

- Experience in an education setting, whether K-12 or higher education
- Experience with outreach in either a marketing, business development, or recruitment role
- Familiarity with the tech industry and general trends/patterns in hiring
- Comfort with technology and ability to ramp-up on our tools, processes, and language quickly
- Ability to hypothesize, plan, execute, and iterate in extremely rapid cycles
- Comfort with taking the kernel of an idea and independently seeing it through

Employee Expectations

The employee can expect to:

- Have a starting salary, factoring in experience, of $40,000 to $60,000
- Have fully paid premium health insurance and 50% coverage for family in addition to long-term disability insurance
- Be covered by our flexible minimum leave policy of at least 15 days per year
- Be covered by our maternity/paternity leave policy ensuring at least 8 weeks of fully paid leave
- Work in our office in downtown Denver during the hours 8:30 am - 5:00 pm daily as well as marketing-related special events

Further Information

Interested applicants can send a cover letter and resume or questions to Joanne Liu, Operations Manager, at joanne@turing.io