



## Position Description

### **Education Coordinator**

*For the*





## The Daniel Murphy Scholarship Fund

The Daniel Murphy Scholarship Fund (DMSF) gives high school scholarship and educational support to bright Chicago students from economically disadvantaged backgrounds. DMSF makes a life-altering difference in the lives of its Scholars by providing them with a four-year scholarship to a private college preparatory high school and, along with it, access to the best opportunities to succeed in high school, college and beyond.

DMSF has been serving Chicago's most academically talented students and their families for nearly years. The first four DMSF Scholars began high school in 1990; in the fall of 2018 the 2,200<sup>th</sup> DMSF Scholar entered high school. DMSF now awards 125 new scholarships each year with great results. Nearly all of the Scholars complete the program and virtually 100% of these high school graduates go on to college. Four hundred and fifty DMSF Scholars are currently enrolled in independent and parochial college preparatory day schools in the Chicago-area, as well as in boarding schools around the country. DMSF plans to increase its number of Scholars to 500 by the year 2020.

### DMSF Mission

The mission of the Daniel Murphy Scholarship Fund is to give high school scholarship assistance and educational support to Chicago students from economically disadvantaged backgrounds. DMSF seeks to make a life-altering difference in the lives of its Scholars by providing them with the best opportunity to succeed in high school and college.

DMSF Scholars face far more obstacles to success than their peers who come from middle and upper class backgrounds. Over the course of its 29 years of scholarship management, DMSF has learned that its Scholars need significant support beyond financial aid in order to succeed. This has led the organization to implement, oversee and continually adjust programming to respond to the academic and social challenge its Scholars face while attending demanding college prep high schools. DMSF's supportive programming begins before its Scholars enter high school and continues until they graduate. It features five core programs: the Bridge to Excellence summer session, mentoring, tutoring, the summer opportunities program, and college counseling. DMSF's objective is to do everything possible to support the success of its Scholars.

DMSF works strategically with bright and talented students who would not otherwise have access to the resources necessary to attend a high performing high school. DMSF's Scholars live in Cook County, and more than 90% reside in the City of Chicago. The current classes of DMSF Scholars reflect the diversity of the City: 40% are Hispanic, 40% are African American, 5% are Caucasian and the balance are of mixed race, Asian or other ethnicities. The average DMSF Scholar comes from a family of five with an income of \$33,000. Approximately two-thirds of the Scholars come from single-parent households. The vast majority of DMSF Scholars will be among the first generation in their families to graduate from college.



## **The Daniel Murphy Scholarship Fund**

### ***Position Summary – Education Coordinator***

The Education Coordinator reports to the Education Manager and works with other members of the Education Department team to accomplish the educational directives of DMSF. The Education Department is responsible for:

- Tracking the academic progress of Scholars and providing the Scholars with the support they need, such as tutoring, college counseling and other programming, to ensure their success
- The relationship between DMSF and its partnership high schools
- Recruiting, interviewing and selecting DMSF Scholars
- The qualified candidate must be highly organized, energetic and committed to the Scholars DMSF serves. Highly developed interpersonal skills are essential.

### ***Specifics of the Job***

#### **1. Support of current Scholars and their families**

The Education Department is responsible for maintaining close contact with DMSF's Scholars and their families. The Education Coordinator will be the main contact for approximately one third of the Scholars.

- Ensure the success of all Scholars through timely communication with all students in assigned portfolio, including personal meetings, emails and visits to schools
- Develop a working knowledge of the Scholars' interests, extra-curricular involvement and family circumstances
- Track Scholars' academic progress, making sure that all partnership schools provide grade information to DMSF on a timely basis
- Generate grade reports each semester
- Meet with Scholars who need academic or behavioral support, are in need of guidance or are being considered for scholarship revocation
- Ensure that Scholars who are in need of additional help receive tutoring assistance and/or other resources that could positively impact the Scholars' academic performances
- Provide accurate and timely updates to the Manager of Education, Director of Education, Executive Director and the Education Committee on Scholars' statuses



- Document all conversations with Scholars and their parents/guardians; maintain all emails to and from them

## **2. Maintain relationships with DMSF's partnership schools**

- Sustain DMSF relationships with partnership schools in the assigned portfolio through regular communication with school counselors, faculty, registrars, and admissions directors
- Schedule at least one visit to all local school partners annually to meet Scholars and to provide and receive updates from school counselors, faculty, registrars and admissions directors on activities, programs and events that may impact Scholars

## **3. Scholar recruitment, the application process, and the placement of Scholars**

Along with the other members of the Education Department staff and volunteers, the Education Coordinator shares responsibility for:

- Under the direction of the Director of Education and Manager of Education, assisting with recruiting qualified seventh and eighth grade students
- Assisting the Education Team with reading applications, interviewing candidates and providing advice to them on which high schools might be appropriate for them

## **4. Other Responsibilities**

In addition to his or her other obligations, the Education Coordinator also shares responsibility for:

- Assisting the Manager of Education in managing DMSF's in-house tutoring center
- Planning and facilitating scholar events throughout the year
- Assisting with the development of programming specific to DMSF boarding school Scholars
- Managing Education Department related sections of the website, including maintaining a scholar calendar of events
- Helping prepare reports to be presented at Education Committee meetings
- Maintaining DMSF databases on Scholars
- Assisting with The Murphy Scholar Report, a bi-weekly newsletter sent out to scholars and families
- Managing the Parent Committee

### **Ideal Candidate Qualifications**



DMSF seeks candidates who bring strong leadership and passion, balanced by detail orientation and the willingness to work as part a team. Candidates must be self-motivated, innovative and flexible, and able to effortlessly switch from driving planning and execution efforts to face-to-face meetings with Scholars and parents. Candidates must possess a working knowledge of high school options in the Chicago area. Excellent writing, presentation, interpersonal and organizational skills are essential.

**Professional experiences and the skill set of top candidates will include:**

- Bachelor's degree required
- At least two years of work experience in the field of elementary and/or secondary education, social/emotional counseling and/or an advanced degree in education or a field which is relevant to DMSF's work (such as an MEd or MSW) is required
- A passion for the mission of DMSF and for the population of students that DMSF serves
- A high degree of initiative, confidence and energy to achieve and exceed goals
- Excellent writing, organizational and communication skills, as well as strong technology skills
- Fluent in Spanish language preferred, but not required
- Must be available to work some nights and weekends in support of organizational events, programs and activities

**ADA Specifications**

- Ability to travel locally to area high schools on a regular basis.
- Ability to move and access school buildings with stairs only.
- Ability to travel nationally up to five times per year.

**Salary:** Commensurate with experience

**Interested candidates should submit a cover letter and resume to  
Jose Rodriguez, Executive Director  
Materials can be emailed to [jose@dmsf.org](mailto:jose@dmsf.org).**