

Position: **Manager of Operations**
Location: **Delaware**
Type: **Full-Time**

The Manager of Operations will work closely with the campus Dean, teaching faculty, the Director of National Operations, and other operational colleagues to ensure that Relay is providing the highest quality education to teachers in Delaware. The Manager of Operations will facilitate cross-team communication and systems building and play an integral role in ensuring that our program is preparing excellent teachers to serve high-need schools in the region. This is an excellent opportunity for someone looking to leverage their project planning, event planning, and operational skills in order to support an institution that is transforming the way teachers are prepared.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborate with the Director of National Operations and Dean to ensure systematic, proactive, and efficient regional operations including planning and running recruitment events, regulatory reporting, partnership building, and funder requests
- Lead the development of the annual calendar, planning for facilities, regulatory reporting, graduation planning, admissions application development and launch
- Manage all operational aspects of MAT programming including, but not limited to: instructor supply requests, learning management system updates and maintenance, instructional facilities, roster reconciliation, data integrity/maintenance, and program enrollment
- Work strategically with academic team to improve the execution of our weeknight content days and the quality and efficiency of our Saturday programming
- Plan, coordinate, and execute all logistics for all weeknight and Saturday class sessions, including setting up classrooms and supplies and communicating to graduate students and instructors
- Work closely with Relay's Student Services teams, including Enrollment Services, Student Financial Services, Technology, and Curriculum Design to create responsive, integrated program support for graduate students
- Serve as primary liaison of all work streams related to data requests from Shared Services, reporting, and data collation
- Help create and maintain a positive organizational environment by including meeting deadlines and communicating progress to others
- Perform other related duties as required and assigned

QUALIFICATIONS

First and foremost, the candidate must share Relay's sense of urgency about the need to improve student achievement through phenomenal teacher and leader training.

Additionally, candidates for the position must have the following:

- At least three years of work experience, preferably in urban education and/or operations
- BA/BS, Master's degree preferred
- Extensive experience in a K-12 school setting preferred

RELAY/GSE

- 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
- An eagerness to help improve Relay's program and operations in whatever ways possible
- Excellent communication skills
- A strong sense of humor coupled with an 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 U.S.

COMPENSATION

Relay offers a competitive salary and benefits package for full-time employees.

APPLICATION INSTRUCTIONS

Interested applicants should apply directly to <http://bit.ly/relaycareers>. Should you have any questions, please email jobs@relay.edu.

ABOUT US

The Relay Graduate School of Education (Relay) is a national, accredited, nonprofit institution of higher education whose 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. Now serving more than 2,000 teachers in 12 sites and 400 leaders nationwide, Relay is eager to bring about transformational change in educator preparation. Relay is committed to using practice and feedback to become *the* place where a new generation of continuously improving, results-focused individuals can fulfill their destiny in the world's greatest profession. For more information, please visit the Relay website (www.relay.edu) or follow Relay on Twitter ([@RelayGSE](https://twitter.com/RelayGSE)) and LinkedIn (<http://rly.gs/2qrba>).

Relay Graduate School of Education provides equal employment opportunity for all applicants and employees.