ASSOCIATE

Management Consulting and Strategic Hiring for Schools

ED TECH RECRUITING

Ed Tech Recruiting seeks an Associate to support and lead concurrent technology-related consulting engagements with schools, companies, and other organizations. These engagements primarily involve retained searches to hire senior technology administrators. This role also supports select internal company initiatives that serve the broader school and corporate communities in various areas of educational technology.

SUMMARY

Position: Associate
Reports to: Principal
Organization: Ed Tech Recruiting
Location: Remote work – though preferably based in California
Post date: April 12, 2017
Application deadline: Open until filled

ORGANIZATION OVERVIEW

Founded in 2015, Ed Tech Recruiting serves schools, districts, companies, and associations by helping to design and improve an organization's educational technology strategy. Our expertise is in hiring, staff development, and change management. We run hands-on, professional retained searches and provide broader strategic consulting services, all to enable senior leadership to effect transformative change on the human side of their technology program.

THE POSITION: ASSOCIATE

SPECIFIC DUTIES

- Run from start to finish a retained search, which includes:
    - Meeting with the management team and other employees to gather and record their hiring needs through interviews and document analysis
    - Developing an in-depth, professional, visually impressive document to serve as the formal job opportunity statement
    - Advertising and promoting the job opening
    - Reaching out to leads for referrals to potential candidates
    - Recruiting, screening and interviewing candidates
    - Organizing and being present for on-campus candidate visits
    - Facilitating meetings to discuss candidates and potential hiring decisions
    - Guiding senior leadership before, during, and after the hiring process
    - Documenting the process and maintaining detailed records of conversations
- Travel to client sites and conferences for short periods of time (typically 1 - 5 days)
- Work on other company projects as directed

PROFESSIONAL QUALIFICATIONS AND PERSONAL QUALITIES

Ed Tech Recruiting is looking for candidates who can demonstrate:

- A strong educational background. A bachelor's degree from an accredited college or university is a minimum requirement, though a graduate degree is highly desirable.
- Experience working in the technology department of a school, district, or organization that serves educational institutions.
- Experience as a supervisor and/or hiring manager.
- Excellent writing and analytical skills.
- A commitment to high quality work, particularly for client deliverables and external-facing projects.
- Ability to quickly assess an individual's strengths and gaps.
- Ease and comfort speaking to new and different types of people.
- A capacity to steer a conversation without dominating it.
- A willingness to travel frequently, sometimes as much as 50% in a particular month, and ideally a residence near a major US airport.
- A desire to network in the broader educational technology community, and the presence of an existing professional network.
- High productivity as a remote worker, but a desire and ability to meet face-to-face at least monthly, if not more frequently.
- A willingness to follow a company's process, workflow, and framework with respect to producing client deliverables and running major projects.
- A positive, growth-oriented, entrepreneurial mindset.

TO APPLY

Candidates should send the following four PDF attachments to jobs@edtechrecruiting.com:

- Cover letter
- CV or résumé
- A list of four references (include each person's name, organization, title, phone number and email, though we will obtain your permission first before contacting references)
- A response to the following prompt:

  How do you evaluate talent? What suggestions would you give to a manager looking to hire a senior technology administrator?

All applicants for employment will be provided equal opportunity regardless of race, color, national origin, age, religion, sex, sexual orientation, disability, marital status, or veteran status.