SRS is nearly three years old, and our client base and partnerships are expanding. For example, SRS was recently named by the Bill & Melinda Gates Foundation as its capacity provider for institutional policy and is partnering with New America to help community colleges re-enroll adult students who left during the COVID-19 pandemic.

In the next year, we are planning to build a team that will effectively advance our mission to help transform institutions to equitably serve students historically marginalized. As an organization that is deeply committed to racial equity and social justice, we are seeking colleagues who share that commitment and who have extensive experience with students and communities of color.

Consider joining our team.
Position Description

The **Director of Equity Projects** will serve as project manager for the myriad engagements SRS has with clients and partners, all of which align to our mission. This team member will also meaningfully contribute to the activities and deliverables of these projects. Since SRS is a young and growing organization, this team member will have a unique opportunity to shape the role, amplify their talents and experience, and grow into new areas of expertise over time.

Ideal candidates for this role will be strategic and collaborative in their approach to the work. They will understand how parts of complex systems work together to form the big picture and how to drive change within those systems.

Specific job functions include:
- Creating detailed work plans for each client engagement that identify concrete tasks, deadlines, responsible team members, outcomes, and success and equity markers
- Driving progress along each work plan by establishing and maintaining an organizational system, planning and running weekly team progress meetings, attending client meetings, establishing next steps, and clearly communicating needs to team members and clients
- Contributing to the activities and deliverables of projects, in ways such as:
  - Conducting interviews and focus groups with students historically marginalized
  - Designing surveys for differentiated audiences
  - Crafting or revising policy language to address inequity
  - Analyzing disaggregated student data
  - Reviewing student-facing communications from an equity lens
  - Creating culturally responsive publications, training materials, and content
- Facilitating internal and external communication to ensure high quality, mission-aligned work product and productive partnerships

Qualifications

The most important qualification for this position is a strong commitment to the success of students historically marginalized by higher education.

Additionally, applicants should hold a minimum of a bachelor’s degree, with preference for master’s degree or higher in areas such as college student personnel, higher education leadership, public policy, or student affairs.

Applicants should have experience with project management in either previous employment or academic coursework and strong references related to that work.
**Compensation**

The base salary for this position is $75,000, commensurate with experience. Benefits include health insurance, 401(k), flexible spending account, professional development stipend, health and wellness stipend, and generous paid leave.

**Location and Work Environment**

This position is located in Indianapolis, Indiana, and works from the SRS office. Flexibility is available for a hybrid schedule that includes work from a home office or other alternate location for a portion of each week. SRS will pay reasonable relocation expenses.

The position requires out-of-state overnight travel, subject to guidance from the Center for Disease Control and local health officials. Travel frequency is based on client and other organizational needs.

**TO APPLY**

Please send a resume or curriculum vitae, cover letter, and contact information for three references to info@studentreadystrategies.com with the subject line "Director of Equity Projects."

The cover letter should describe:
- Concrete examples of your personal and professional experience with students and/or communities of color
- The specific skills and abilities you will contribute to client work
- Your general approach to project management
- The reason(s) the role and/or our organization is attractive to you

Please limit the combined submission to seven (7) pages or less. While applications will be reviewed until the position is filled, initial interviews will be scheduled based on applications received by **February 4, 2022**.

**STUDENT-READY STRATEGIES IS AN EQUAL OPPORTUNITY EMPLOYER**

Student-Ready Strategies provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, ethnicity, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, lay-off, recall, transfer, leave of absence, compensation, and training.