



Title:	Part-time Student Recruiter	Compensation:	\$15/per hour
Reports to:	Office Manager	Duration:	2-5 months
Created Date:	12/05/18		
Updated Date:	09/22/2021		

Étoile Academy Charter School, an independent 5th-8th grade charter school in Houston, is seeking an ambitious, smart, and high capacity individual to join our team. Étoile Academy is founded on the belief that all students can learn and achieve at high levels when held to the highest expectations— regardless of their race, ethnicity, socioeconomic status, zip code, or home language. We will ensure that every student in grades 5 through 8 has the academic and character foundation necessary to succeed in high school, graduate from college, and pursue ambitious life goals.

Part-Time Student Recruiter

Étoile Academy's part-time student recruiter will help us bring our mission to additional families. By actively recruiting new families for the school, they will help ensure that all families in Sharpstown and Gulfton know about this educational opportunity.

Responsibilities

- Support the Office Manager by engaging the community to generate enough applications to ensure that the school begins the 2020-2021 school year at full capacity (5th, 6th and 7th grade).
- Make cold calls to families to tell them about Etoile Academy, answer questions, support them in applying, and connecting them to staff when needed.
- Make cold calls to applied families to help them complete registration.
- Track all calls, conversations, and messages in the Etoile Distance Recruiting Tracker.
- Generate applications for the 2020-2021 school year by block walking, attending events and making phone calls to families, and recruiting families in the community.
- Ensure that we are fully enrolled on the first day of the 2020-2021 school year.

We look for team members that embody our REACH values. This includes the characteristics below.

- Believes and is committed to our mission and being an agent of change: that all students are capable of getting to and through college
- Has demonstrated effective outcomes and results, and wants to be held accountable for them
- Has a propensity for action, willing to make mistakes by doing in order to learn and improve quickly
- Works with urgency and purpose to drive student outcomes
- Thrives in an entrepreneurial, high-growth environment; is comfortable with ambiguity and change
- Seeks and responds well to feedback, which is shared often and freely across all levels of the organization



- Works through silos and forges strong relationships in order to achieve outcomes
- We believe in education as a profession and hold ourselves to high level of conduct, professionalism and behaviors as models for our colleagues and students.

Qualifications

- Bilingual
- Understands the community that they will be working in
- Ability to initiate communication with families
- Able to track applications
- Comfortable with cold calling
- Comfortable with event planning and participation.
- Microsoft excel, word and docs
- Driver's License and reliable transportation required

Apply Now

To join our team, please click [here](#) to apply.

Étoile Academy does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment of employment in its programs and activities.

Any person having inquiries concerning the organization's compliance with the regulations implementing Title VI of Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact HR at 713.265.8657.