

Renaissance cultivates TALENT

We seek *team members*
that can TRANSFORM
the lives of **YOUTH**
and *expand the*
COLLEGE GOING CULTURE

We build
Dreams



*"The world has enough followers"
be the **BOARD**, that the **GAME** is
played on!!!"*



The Renaissance Education Group, Inc.

4841-E Industry Lane | Durham, NC 27713 | P: (919) 416-1736 | F: (866) 770-4766 | pcu@renaissance-ed.net

FOR OUR DREAM DESIGNERS - GAME CHANGERS - STRATEGIC THINKERS - HIGH ACHIEVERS
WE OFFER: Competitive Industry Pay, Medical/Dental Benefits, Life Insurance, Retirement Plan Options, Paid Leave,
Opportunities for Travel and Professional Development
www.renaissance-ed.net

**The Renaissance Education Group, Inc.
Job Description**

Job Title Administrative Assistant (ED)	Posting Date January 18, 2017
Department Multiple Units	Job Location Durham, NC (travel required)

Minimum Qualifications

High School Diploma or GED. At least two years of related office experience. This position requires complex computer skills with a technical knowledge of a variety of computer software packages. Strong writing and communication skills.

Preferred Qualifications

Bachelor's degree. Previous experience providing administrative support to youth programs, college access initiatives, and/or training/consulting organizations. Experience with Federal programs is highly desirable.

Position Description

Provide administrative and logistical support to the Executive Director. Performs specialized clerical duties including: typing reports, organizing and maintain files and records, planning and scheduling meetings and appointments, conducting research, preparing and editing documents (correspondence, reports, presentations, etc.), and making travel arrangements. Maintains project records related to fiscal and program operations. Initiates requisitions for fiscal expenditures. Collaborate with other project staff internally and other community programs externally. Other duties as assigned.

Employment Requirements

- Must provide proof of eligibility to work in the United States
- Travel required
- Appropriate attire for meetings/presentations is required
- Must be able to lift 25 lbs.
- Satisfactory background and criminal records check

Application Instructions

For consideration of this position, qualified candidates should forward the following documents to: The Renaissance Education Group, Inc., Attn: Internal Operations, via fax to (866) 770-4766 (as one packet).

- Cover Letter and Resume
- Copy of Academic Transcript(s) and/or Degree(s)
- Copy of Certification(s) (if applicable)
- Employment Application

Comments:

Only serious candidates should apply. Position opens immediately until filled. Selected candidates will need a copy of their academic transcript(s) and/or degree(s) and any applicable certifications prior to interview. Must provide a satisfactory statewide criminal records check upon offer.

**The Renaissance Education Group, Inc.
Job Description**

Job Title Program Assistant – Talent Search	Posting Date January 18, 2017
Department Pre-College Services Unit	Job Location Main Office – Durham, NC (travel required)

Minimum Qualifications

High School Diploma. Five years of relevant experience. Working knowledge of Microsoft Office.

Preferred Qualifications

Bachelor's degree preferred.

Position Description

Provide administrative and logistical support to program staff. Perform general office duties. Maintain correspondence and files. Initiate requisitions and secure Director's approval. Coordinate data entry into Blumen database for initial application, routine updates, and annual updates for performance reports. Assists key personnel in carrying out project activities. This position requires complex computer skills with technical knowledge of database and a variety of computer software packages. Ability to work both independently and as part of a unit. Reports to the Assistant Director. Other duties as assigned.

Employment Requirements

- Must provide proof of eligibility to work in the United States
- Travel required; position supports Academic Coordinators who are primarily in target schools
- Appropriate attire for meetings/presentations is required
- Must be able to lift 25 lbs.
- Satisfactory background and criminal records check

Application Instructions

For consideration of this position, qualified candidates should forward the following documents to: The Renaissance Education Group, Inc., Attn: Internal Operations, via fax to (866) 770-4766 (as one packet).

- Cover Letter and Resume
- Copy of High School Diploma (or academic transcript(s) / degree(s) if applicable)
- Copy of Teaching or Other Certification(s) (if applicable)
- Employment Application

Comments:
Only serious candidates should apply. Position opens immediately until filled. Selected candidates will need a copy of their academic records and any applicable certifications prior to interview. Must provide a satisfactory statewide criminal records check upon offer.

The Renaissance Education Group, Inc.
Job Description

Job Title Program Assistant – Upward Bound	Posting Date January 30, 2017
Department Pre-College Services Unit	Job Location Main Office – Durham, NC (travel required)

Minimum Qualifications

High School Diploma. Five years of relevant experience. Working knowledge of Microsoft Office.

Preferred Qualifications

Bachelor's degree preferred.

Position Description

Provide administrative and logistical support to program staff. Perform general office duties. Maintain correspondence and files. Initiate requisitions and secure Director's approval. Coordinate data entry into Blumen database for initial application, routine updates, and annual updates for performance reports. Assists key personnel in carrying out project activities. This position requires complex computer skills with technical knowledge of database and a variety of computer software packages. Ability to work both independently and as part of a unit. Other duties as assigned.

Employment Requirements

- Must provide proof of eligibility to work in the United States
- Travel required; position supports Academic Coordinators who are primarily in target schools
- Appropriate attire for meetings/presentations is required
- Must be able to lift 25 lbs.
- Satisfactory background and criminal records check

Application Instructions

For consideration of this position, qualified candidates should forward the following documents to: The Renaissance Education Group, Inc., Attn: Internal Operations, via fax to (866) 770-4766 (as one packet).

- Cover Letter and Resume
- Copy of High School Diploma (or academic transcript(s) / degree(s) if applicable)
- Copy of Teaching or Other Certification(s) (if applicable)
- Employment Application

Comments:

Only serious candidates should apply. Position opens immediately until filled. Selected candidates will need a copy of their academic records and any applicable certifications prior to interview. Must provide a satisfactory statewide criminal records check upon offer.

**The Renaissance Education Group, Inc.
Job Description**

Job Title Academic Coordinator – Talent Search	Posting Date January 18, 2017
Department Pre-College Services Unit	Job Location Main Office – Durham, NC (travel required)

Minimum Qualifications

Masters degree (from an accredited institution) in guidance and counseling, administration, education, social work, or other related field. Two years of experience. Working knowledge of Federal TRIO programs. Strong writing and communication skills. Demonstrated ability to work with school faculty and staff, students, and/or parents.

Preferred Qualifications

Teaching and/or other related certifications. Five years experience with youth programs, preferably with college access initiatives. Experience overcoming barriers similar to the targeted population (highly desired).

Position Description

Provide direct program services. Manage tutoring and academic assistance activities, and the coaching plan for college access for program participants. Responsible for coordinating the academic component of the project. Will assist, support, and review the work of tutors. Responsible for the identification and referral of students for the project. Conduct workshops and coordinate test preparation sessions. Collaborate with other project staff internally and other community programs externally, including local education agencies. Reports to the Assistant Director. Other duties as assigned.

Employment Requirements

- Must provide proof of eligibility to work in the United States
- Travel required
- Appropriate attire for meetings/presentations is required
- Must be able to lift 25 lbs.
- Satisfactory background and criminal records check

Application Instructions

For consideration of this position, qualified candidates should forward the following documents to: The Renaissance Education Group, Inc., Attn: Internal Operations, 4841-E Industry Lane via fax to (866) 770-4766 (as one packet).

- Cover Letter and Resume
- Copy of Academic Transcript(s) and/or Degree(s)
- Copy of Teaching or Other Certification(s) (if applicable)
- Employment Application

Comments:

Only serious candidates should apply. Position opens immediately until filled. Selected candidates will need a copy of their academic transcript(s) and/or degree(s) and any applicable certifications prior to interview. Must provide a satisfactory statewide criminal records check upon offer.

The Renaissance Education Group, Inc.
Job Description

Job Title Academic Coordinator – Upward Bound	Posting Date January 18, 2017
Department Pre-College Services Unit	Job Location Main Office – Durham, NC (Travel to Edgecombe County, NC required)

Minimum Qualifications

Masters degree (from an accredited institution) in guidance and counseling, administration, education, social work, or other related field. Two years of experience. Working knowledge of Federal TRIO programs. Strong writing and communication skills. Demonstrated ability to work with school faculty and staff, students, and/or parents.

Preferred Qualifications

Teaching and/or other related certifications. Five years experience with youth programs, preferably with college access initiatives. Experience overcoming barriers similar to the targeted population (highly desired).

Position Description

Provide direct program services. Manage tutoring and academic assistance activities, and the coaching plan for college access for program participants. Responsible for coordinating the academic component of the project. Will assist, support, and review the work of tutors. Responsible for the identification and referral of students for the project. Conduct educational workshops and coordinate test preparation sessions. Collaborate with other project staff internally and other community programs externally, including local education agencies. Reports to the Project Director. Other duties as assigned.

Employment Requirements

- Must provide proof of eligibility to work in the United States
- Travel required
- Appropriate attire for meetings/presentations is required
- Must be able to lift 25 lbs.
- Satisfactory background and criminal records check

Application Instructions

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