



**Job Title: Senior Selections Associate**

**Type of Contract: Full Time**

**Department/Team: Admissions - Kenya Team**

**Job Location: Nairobi, Kenya**

**Start Date: June 2019**

#### About Moringa School

- Moringa School is transforming higher education in Africa, starting with software development. In our current program, we transform ambitious amateurs to coding professionals.
- We are a premier advanced immersive program, training exceptional full-stack and mobile Software Engineers. Moringa School is currently expanding rapidly into other courses and geographies across Africa and are looking for top talent to accelerate our growth.
- Moringa School was named one of the 'Top 10 Most Innovative Companies' in 2018 by Fast Company.

#### Our Mission

- Moringa School's mission is twofold:
  - To empower people &
  - To transform education through rapid-iteration teaching.

#### Our Culture

- Employees enjoy a fun, collegial startup environment
- You will be surrounded by talented, friendly, brilliant, & mission-driven professionals who work hard to provide the best student experience of its kind in the world.
- We are committed to employee health & wellness- we truly believe that you need to take care of yourself first.
- We understand the value in remote working & support it as needed.

#### Why We Are Hiring For This Role

Moringa School is rapidly growing and increasing its course offerings. The role of the Senior Selections Associate is to bring quality students for the different offerings by Moringa School.

#### Responsibilities

- Contribute to the development of assessment criteria and guidelines with the Assessments, Learning, Classroom and Outcomes team
- Accept prospective students by supporting their completion of application and



assessment forms

- Establish and maintain working relationships with key stakeholders i.e Marketing, Conversions, Learning, Classroom and Outcomes team
- Maintain selection guidelines by writing, updating and developing changes to selection criteria, policies and procedures
- Develop user friendly and scalable playbooks for running selections across new verticals and geographies

#### Key Competencies

- Stakeholder Management
- Assessment design
- Educational pedagogy understanding
- Project Management
- Documentation
- People Skills

#### Qualifications

- 2+ years of experience working in a similar role
- Experience in building and implementing assessments
- Excellent written and verbal communication skills
- Customer service experience
- Familiarity with and experience using tech tools e.g Google drive, calendar, Dropbox, CRMs
- Experience / Exposure to start up culture is preferred
- Worked in Education Management organisations before

#### Values Alignment: The Moringa Way

- Embrace **collaboration** (working together to complete a task or achieve a goal)
- Be **bold** (being daring and courageous)
- Have **humility** (acting without pride or arrogance)
- Celebrate **accountability** (taking responsibility for your actions and their outcomes)
- Have a **growth mindset** (believing that you and those around you have the potential to improve through intentional practice and feedback from others)
- Be **fun loving** (enjoying life in a lively, lighthearted way)

#### Career Growth & Development

We do not believe that an organization can grow without the growth & development of its staff. At Moringa, we are consistently building systems to invest in the growth of our employees. We are deeply invested in offering career growth within Moringa, provide actionable feedback through “weekly check-ins” & thorough career reviews.



We will work together with you to craft roles that both support the needs of the organization and that you can be passionate about.

How can you apply?

- You will need to email the following to Recruitment at [joinus@moringaschool.com](mailto:joinus@moringaschool.com)
  - Your CV
  - Subject Line: Application “Role name” (Your full name)