



Seal of *Excelencia* - Workforce Associate

Excelencia in Education. Launched in 2004 in the nation's capital, [Excelencia in Education](#) accelerates Latino student success in higher education by promoting Latino student achievement, conducting analyses to inform educational policies, and advancing institutional practices while collaborating with those committed and ready to close the equity gap in Latino college completion. *Excelencia* is building a network of results-oriented educators and policymakers to address the U.S. economy's need for a highly educated workforce and engaged civic leadership. *Excelencia* is a growing, fast-paced nonprofit organization with a small and dynamic team deeply committed to its mission. Staff work in teams focused on research and policy, programmatic areas with institutions, and operational areas.

Latino Workforce Success. Higher education must lean in and meet the challenge of serving Latino, and other post-traditional students. This one-year project links to a long-term objective *Excelencia* has to increase accountability of HSIs by increasing the standards of what it means to be a Hispanic SERVING Institution. This intentional effort requires institutions examine their own efforts and identifying concrete areas to address structural inequities to more intentionally serve Latino students and their academic, as well as workforce success.

This position. This is a one-year appointment. The Workforce Associate will link students and graduates to the workforce as an institutional priority using a Latino lens in two primary ways: 1) incorporate workforce preparation and alignment as an element in the Seal of *Excelencia*, and, 2) build momentum on HSIs' innovation for equity and leadership in preparing students for the workforce during uncertain times.

Responsibilities

- **Develop a standard set of criteria for assessing institutional intentional efforts for workforce preparation at HSIs to be integrated into the Seal institutional assessment tool.** These criteria will be informed by work *Excelencia* has done with HSIs over the years and include culturally responsive elements as well as institutional effort disaggregated by race/ethnicity over five years of data, at least three evidence-based practices, and institutional strategy towards alignment with the workforce that guides practices. The criteria will also factor in work from other partner organizations to establish high standards for workforce preparation, employment, and career success to improve institutional efforts with Latinos in the workforce.
- **Pilot the workforce components developed for the Seal with at least five institutions that have previously used the Seal institutional assessment tool to refine and share samples of effort.** To do this, *Excelencia* will select and convene the institutions, share the draft criteria developed, facilitate the completion and feedback process, and summarize results. Based on the results of this pilot, the final criteria will be used to develop the rubric for evaluation to be applied in the 2022 Seal application. Among the institutions for consideration will be the 14 Seal certified institutions.



- **Develop and host a virtual technical assistance institute on workforce preparation designed explicitly for HSIs that provides guidance and aligns with the elements and high standards of the Seal of *Excelencia*.** The Institute will offer institutional teams the opportunity to learn from industry and institutional leaders about strategies for creating strong support systems and career services to better SERVE Latino students. To ensure the institute has been informed by the work of participating HSIs to better serve Latino students and graduates in the workforce, *Excelencia* will have participating institutions complete an application on their strengths and challenges to link to the workforce.
- **Examine and promote how HSIs are pivoting due to the pandemic to ensure their Latino students and graduates are prepared to be competitive in the changing workplace.** This activity includes conducting interviews, surveys, and online convenings with at least 10 HSIs to aggregate data on the institutional practices and strategies implemented for workforce transitions. Identify institutional practices and strategies resulting from the pandemic to reinforce workforce readiness and success. Will target 3-5 Seal certified HSIs on their planning and sustainability in long-term transformation and innovation to address workforce needs for students and employers in these uncertain times and evolving economy for the 2020-2021 academic year.

Attributes

- Inquisitive and strategic. Eager to develop expertise on *Excelencia's* body of work and research. Able to apply and translate it to the portfolio. Eager to capture and synthesize learning from the network. Able to identify salient points and utilize them to enhance the overall work of the organization.
- Well-versed in organizational services. Solid understanding of how organizations function, the role of key stakeholder groups, and what is needed to effect change in practice and behaviors. Able to apply both a practitioner and leader role to the work.
- Engaging and inclusive connector. Energized by networking, interacting, and forging new connections. A good partner who finds relevant points of affinity within the network and *Excelencia*.
- Persistent and structured. Able to formalize plans and carry them through to achieve goals. Strong attention to timely follow up and follow through in all activities.
- Collaborative. Team focused, yet internally motivated.

Qualifications

- Postsecondary degree; advanced degree is preferred.
- Minimum of 3 years of experience with higher education at the institutional, non-profit, or policy level.
- Deep understanding of higher education and the Latino student experience. Familiarity with the role of data, practice, and leadership in impacting change is preferred.



- Experience supporting organizational or programmatic improvement, particularly within higher education, is preferred.
- Understanding of what it takes to effect change and how to support and partner to facilitate such change.
- General ability to comprehend, translate, and communicate data in terms of relevance and impact.
- Professional communication and relational skills. Able to interact with institutional stakeholders at all levels, recognize their perspective, and how to be a resource to them.
- Strong presentation, writing, design, and organizational skills.
- Proficiency with technology, particularly Microsoft products, and related tools.
- Team and results oriented, professional, and high standards of excellence in all deliverables. Able to work both independently and collaboratively.
- Flexible. Open to learning and growing in new ways.
- Commitment to improving college access and success for Latino students.

What's Attractive to the Right Candidate?

- Our mission. We are building a powerful and wide sweeping movement to accelerate Latino student success in higher education, which in turn addresses the U.S. economy's need for a highly educated workforce and civic leadership.
- This is a pivotal time in our development. As a member of the Seal of *Excelencia* team, you will play an active role in supporting a process to enable more institutions to pursue and ultimately achieve the Seal.
- This newly-created position gives you an opportunity to capitalize on a strong foundation with a demonstrated capacity to grow while using your skills and experience to build this initiative.
- We offer a competitive compensation plan that includes medical, vision, and dental insurance; paid leave, sick time, and holidays; and more.

To Apply

- Please reference the position of Seal of *Excelencia* Workforce Associate in the subject line and send (1) a personalized letter describing your interest in and qualifications for this position, (2) a resume, (3) your salary history and requirements, and (4) names and contact information for at least 3 professional references, at least one of them a past or current supervisor, to JOBS@EdExcelencia.org.