GRAND CIRCUS

Admissions Manager

At Grand Circus (GC), we educate people in coding and other skills that lead to high-growth careers, and we do it through intensive bootcamp-style training. We're a dynamic, mission-driven team that loves the impact we're having on student's lives and the communities we live in.

We're looking for an Admissions Manager to identify and nurture the next cohort of developer all-stars! This role involves conducting interviews, following up with prospects, managing the pre-work process for incoming students and preparing insights for the team. The ideal candidate will be an excellent communicator, comfortable in client facing situations and very organized. They will be passionate about Grand Circus' mission and understand what it is like to work in a start-up environment.

What will you be doing?

- Reviewing bootcamp applications
- Conducting remote interviews
- Coordinating weekly "Tech Wednesday" events (weekly code coaching sessions that take place during pre-work)
- Communicating with and nurturing prospective students through the pre-bootcamp process
- Sending out bootcamp pre-work and providing general support
- Partnering with the broader growth team to meet company-wide objectives and share any admissions related data
- Attending info sessions and promotional events, often outside regular business hours
- Working with external vendors for bootcamp financing and scholarships.

What are we looking for?

- Strong time management and the ability to work independently
- A multitasker that is very organized
- A high level of professionalism that interacts well with diverse backgrounds and skill sets
- A confident speaker in large groups and over remote channels
- Excellent technical skills including familiarity with Google Workspace
- A willingness to share fresh perspectives and ideas including: new ways to improve the customer journey, opportunities to grow and expand the role.

Bonus:
- Basic Salesforce, Wordpress and HubSpot experience
- Basic coding skills

What are some of the perks?

There are a lot of great and wonderful things to say about being a team member at Grand Circus. Our team is a fun, hard-working group of individuals who like coming to work on Mondays. It's also hard to beat that warm-and-fuzzy feeling that happens when you witness a student succeed and change their lives through the program that you assisted with. Want even more? Check out our careers page, plus…

- Competitive compensation plus benefits
- A liberal vacation policy
- Access to a sweet list of Quicken Loans Family of Companies perks and discounts
- A work environment that was rated #4 on Crain's Cool Places to Work
- Remote workstation stipend

How To Apply:

Email your resume to careers@grandcircus.co with the subject line: Admissions Manager, and your responses to the questions below:

1. How would you describe the differences between Front-End and Back-End programming? How would you also describe JavaScript, C#, to someone that is new to programming.
2. Someone has just emailed you and asked why they should take a GC bootcamp over a more traditional option like a CS (computer science) degree. What is your response?