JOB POSTING: Director of Admission and Enrollment Services

Full-time, full benefits

APPLY TO: Villa Academy


JOB OVERVIEW

The Director of Admission and Enrollment Services oversees all aspects of Preschool – Grade Eight Admission and Enrollment Management. The Director will grow school enrollment through proactive marketing outreach and interaction with the internal and external community. This exempt position entails the following essential responsibilities:

- Engages continuously all areas of admission/enrollment, financial aid, and marketing programs with the goal of achieving and maintaining full capacity enrollment of qualified students and an alternate pool of qualified applicants.
- Presents Villa Academy both on- and off-campus to prospective students and their parents.
- Represents Villa Academy to the wider public to enhance the school’s visibility locally and regionally.
- Promotes the family diversity so important to a well-rounded school environment
- Handles student applications and communication with candidates and their parents.
- Conducts open houses, school tours, visit days, interviews with applicants and their families, and student retention events.
- Arranges Admission testing and securing student credentials.
- Administers the school’s Financial Aid program.
- Communicates Admission decisions to the appropriate individuals.
- Engages the school community—faculty and staff, volunteers, and alumni—in Admission programs.
- Works with the Marketing/Communications Specialist on all aspects of marketing related to Admission.
- Develops and administers the Admission Department budget.
- Oversees the re-enrollment of current students for the succeeding year.
- Manages all aspects of institutional research related to enrollment management, analyzes data, and reports to school leadership.

MINIMUM QUALIFICATIONS

- Bachelor’s Degree
- Previous admission experience
- Commitment to the mission of Villa Academy
- Excellent communication skills by phone, in person, and in writing
- Ability to cultivate and build long-term relationships with school families current and past, alumni, and friends of the school
- Ability to work evenings/weekends to represent the school at admission fairs, open houses, and relevant committee meetings
- Ability to present a welcoming and professional presence to constituents of all ages and backgrounds
- Ability to work independently and to collaborate with colleagues and manage volunteers in a variety of situations
- Ability to maintain high standards of professionalism and confidentiality
- Proficient use of technology, including word processing, PowerPoint slideshows, spreadsheet, internet and database applications such as Orcas Mosaic.
- Excellent organizational skills, demonstrated ability to work under pressure and to effectively manage multiple priorities
- Ability to plan/organize special events
- Ability to demonstrate resourcefulness and judgment in making decisions in accordance with established policies and regulations
- Detail oriented and the ability to track/recall details with accuracy

PREFERRED QUALIFICATIONS

- Knowledge of and/or past experience in an elementary/middle school setting
- Knowledge of and/or familiarity with the Catholic faith

APPLICATION PROCEDURE - Click the application link on the Careers page. To be considered all applications must include the following:

- A formal letter of application
- A current resume
- A complete application
- Pursuant to RCW 23A.195.080, a background check inquiry, including fingerprinting, will be required at the expense of the employee.

Villa Academy is an equal opportunity employer and complies with all federal rules and regulations and does not discriminate in admission, access, treatment or employment on the basis of race, color, religion, sex, creed, age, national origin, marital status, or disability.