



The Village School is seeking a dynamic and creative Assistant Director of Admissions to plan, implement, and attend admission events; represents The Village School to prospective families in meetings, campus tours, fairs, and community events and counsels them through the enrollment process.

DUTIES AND RESPONSIBILITIES:

- Works with the Director of Enrollment Management to give campus tours, coordinate the enrollment process with prospective families, and think collaboratively about the School's recruitment efforts
- Assists the Director of Enrollment Management with all admission related events, both onsite and offsite as part of overall recruitment efforts
- Must be comfortable working in a data-driven environment while maintaining and analyzing admission related data including inquiries, tours, applications, yield and retention rates
- Coordinates campus visits and shadow days
- Manages database and SIS system.
- Coordinates admissions testing
- Collaborates with the Registrar on transfer of enrolled students and files.
- Performs other duties as assigned in order to achieve and accomplish the School's mission and objectives.

QUALIFICATIONS:

- Bachelor's degree from four-year college or university
- 3-5 years' of related experience in the essential functions of the role as listed above
- Independent school admission, development, or marketing experience preferred
- Possess strong computer skills including solid database experience and proficient in MS Office software including Excel
- Ability to prioritize a number of projects, assimilating information with accuracy and consistent attention to detail and meet schedules and deadlines
- Self-starter with excellent decision-making capabilities
- Possess effective written and oral communication skills and organizational and interpersonal skills working with all constituents in a school environment
- Ability to demonstrate initiative, leadership, collaboration, and independent thinking
- Possess strong people management skills and emotional intelligence when dealing with colleagues and families while demonstrating an understanding of an investment in the School
- Must be available to work occasional nights and weekends
- Physically, the position requires sitting, walking, standing for long periods of time, and ability to lift up to 10 lbs. without assistance

Equal Employment Opportunity Employer

The Village School is an independent school that respects, embraces, and celebrates diversity in its curriculum, student body, and staff. The Village School does not discriminate on the basis of race, gender, sexual orientation, gender identity, color, age, protected veteran status, national or ethnic origin, the presence of any sensory, mental, or physical disability, or any other status protected by applicable law, in the admission of students or in the administration of its educational program.

The Village School

[The Village School of Naples](#) is a private 3-yr old through 12th-grade college preparatory school located in Naples, Florida. As the first independent STEAM school in Collier County, TVS is dedicated to the pursuit of excellence in academics, technology, athletics, and the arts. TVS is devoted to the development of the whole child. Christian values guide a diverse TVS student body and prepare them with confidence and wisdom for what lies ahead. TVS added an Upper School in 2016 and had its first graduating class in 2020. The Village School of Naples is accredited by the Florida Council of Independent Schools and the National Association of Independent Schools.

Application Instructions:

Submit your application, resume, and cover letter online by visiting our [Job Openings](#) page directly or visiting our website at: <https://www.villageschoolnaples.org/about/career-opportunities>