



**Mission:** Villa welcomes girls into a remarkable community, inspiring them to learn, grow, and serve others, and empowering them to succeed. With the caring support of our administration and staff, our dynamic and dedicated faculty nurture each student's individual interests and talents and guide her in the pursuit of her unique goals. Beyond the classroom, students find ample opportunities to explore and develop their artistic, athletic, spiritual, and other gifts, and create enduring friendships and lasting memories as members of our loving school family.

At Villa, we all live by the words of our Foundress, The Venerable Mother Maria Kaupas... *"Always more, Always better, Always with love."*

## **Assistant Director of Admission**

**Position Summary:** The Assistant Director of Admission supports Villa Joseph Marie's enrollment goals through student recruitment, family engagement, management of the Diamond Key Club (student ambassadors), coordination of enrollment events, and oversight of the day-to-day operations of Summer@Villa. Reporting to the Director of Admission, this role represents Villa Joseph Marie to prospective students, families, counselors, alumnae, and the broader community while promoting the school's mission and vision. Annual goals will be established by Villa Joseph Marie Administration and the Board of Directors.

### **Key Responsibilities:**

- Support the enrollment process from inquiry through enrollment.
- Utilize the school's enrollment management system to maintain accurate records, communicate with prospective families, and support the admission and financial aid process.
- Represent Villa Joseph Marie at recruitment events, community programs, and other public-facing opportunities.
- Manage off-campus recruitment efforts, including high school fairs and feeder school visits, by coordinating the calendar and recruiting and training current students to accompany admission staff.
- Develop, maintain, and strengthen relationships with key internal and external stakeholders, including faculty, staff, families, feeder school principals, counselors, and middle school teachers through email, phone, and in-person interactions.
- Conduct interviews with prospective families as part of the admission process.
- Review admission and scholarship applications to render a decision.
- Oversee the Diamond Key Club, ensuring student ambassadors are well trained, developed as leaders, and represent Villa professionally to prospective families and visitors.
- Coordinate and manage campus recruitment events, including Open House, Shadow Days, HSPT testing, campus tours, accepted student events, and other admission events.
- Assist in coordination of the release and delivery of admission decisions.

- Coordinate the day-to-day operations of Summer@Villa under the direction of the Director, including the registration process, family communications, staffing logistics, and routine administrative tasks.
- Develop and execute a High School Admission Process curriculum for the HSPT Prep Summer Camp.
- Maintain accurate admission records and analyze enrollment data to ensure consistency and support informed decision-making.

#### **Qualifications:**

- Bachelor's degree is required.
- Commitment to working within a Catholic, mission-driven institution.
- Demonstrated commitment to serving as a positive ambassador for Villa Joseph Marie High School and supporting its mission and reputation.
- Excellent written, verbal, and public speaking skills.
- Exceptional relationship building, customer service, and interpersonal skills.
- Demonstrated ability to work effectively with individuals from diverse backgrounds and a commitment to fostering an inclusive admission experience.
- Strong organizational skills with exceptional attention to detail and follow-through.
- Ability to manage multiple priorities in a fast-paced environment while meeting deadlines.
- Ability to maintain confidentiality and exercise sound judgment.
- Proficiency with Microsoft Office applications.
- Valid driver's license.
- Willingness to travel locally using a personal vehicle or school-owned van as needed.
- Ability to work evenings and weekends as needed.
- Experience working with high school students, admissions, recruitment, event planning, or student leadership programs is preferred.

#### **Requirements:**

Must have valid I-9 Authorization work documents and must have the following clearances completed. All clearances will be reviewed prior to executing an employment agreement.

- Pennsylvania Request for Criminal Record Check (Act 34)
- Pennsylvania Child Abuse Clearance History (Act 151)
- Pennsylvania Fingerprinting Services

Interested candidates should send a resume and cover letter along with three professional references to [vjmhr@vjmhhs.org](mailto:vjmhr@vjmhhs.org).