

EMPLOYMENT OPPORTUNITY AT VILLANOVA PREPARATORY SCHOOL

Villanova Preparatory School, a private, co-ed Catholic Augustinian college preparatory school located in beautiful Ojai, California, is seeking an experienced Director of Admission for the 2022-23 academic year. Villanova Preparatory School, operated under the ownership of the Order of St. Augustine in California and is an International Baccalaureate school accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges. The school attracts highly talented and highly-motivated students seeking a quality educational experience rooted in the Catholic Augustinian tradition.

DIRECTOR OF ADMISSION POSITION

Villanova Preparatory School is seeking a Director of Admission beginning in the Fall of the 2022-23 academic year.

The Director of Admission:

- will oversee the coordination of all recruitment, retention, and enrollment programs for the school.
- will work to strengthen the Catholic and Augustinian dimensions of the school's population through targeted recruitment and enrollment efforts.
- serves as the Chair of the Admission Committee and Co-Chair of the Financial Aid Committee.
- is appointed by and responsible to the Headmaster.

The Duties of the Director of Admission are to

1. Reflect the mission and philosophy of Villanova Preparatory School to applicants and their parents/families.
2. Recommend to the Headmaster candidates for admission and readmission to Villanova Preparatory School.
3. Register new and returning students.
4. Manage admissions staff members by clearly communicating their assigned responsibilities and deadlines.
5. Assist the Headmaster in developing strategies and procedures for the retention of current students.
6. Develop statistical reports as needed on enrollment trends and demographics.
7. Coordinate the development and implementation of all recruitment programs, admissions events, and marketing strategies for new students and procedures for enrollment.
8. Oversee the production of brochures, advertising, and marketing materials relating to student recruitment and enrollment.
9. Prepare the annual admissions calendar.
10. Represent the school to feeder schools, at day and boarding school fairs, information nights, admission events, and professional meetings, both domestically and internationally.
11. Develop and maintain positive relationships with local elementary and middle schools, including Catholic elementary schools, regional private elementary schools, and local public middle schools.
12. Develop and maintain positive relationships with consultants and recruitment agencies.
13. Proactively seek to engage in boarding school networking opportunities.
14. Recruit and manage student and parent ambassadors to represent Villanova in the admissions process.
15. Respond to inquiries of prospective applicants.
16. Conduct and organize campus tours and the student shadow program.
17. Oversee and organize Open House events and on-campus events designed to draw potential applicants to our campus.

18. Develop strategies and procedures to move applicants through the application and enrollment processes.
19. Organize the administration of appropriate entrance and/or placement tests for applicants.
20. Recommend to the Headmaster levels of financial aid grants for new and returning students.
21. Prepare and recommend the annual budget for the admissions office.
22. Conduct an annual evaluation of the admissions staff.
23. Submit regular reports to the Headmaster and the Board of Directors.
24. Oversee the SEVIS records and F-1 student visa processes of international students.
25. Organize and coordinate events that welcome incoming students.
26. Act to assist in the successful transition of incoming students to Villanova.
27. Assumes reasonable duties assigned by the Headmaster.

The ideal candidate:

- will have more than five years of admissions experience in a Catholic and/or international boarding school environment.
- will initiate both short-term and long-term recruitment strategies utilizing effective and innovative methods to ensure the school meets enrollment goals.
- is a team player who will work collaboratively with the Administration and between different departments in the school.
- values, supports, and promotes the Catholic Augustinian heritage of Villanova Prep.
- is professional, organized, positive, honest, and self-motivated.
- has excellent communication and interpersonal skills.
- is proficient and comfortable with using technology to support the efforts of the admissions office.
- has an advanced degree in a related area.

Minimum Qualifications:

- Bachelor's degree in a relevant area (advanced degree preferred).
- Minimum of five years experience in admissions at the secondary or collegiate level.

If you are interested in applying for this position, please submit a complete resume and cover letter via email to bgrisin@villanovaprep.org.

Information/Application Contact:

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