Admissions Coordinator  
Virginia Academy  
Ashburn, Virginia  

virginia-academy.com

Southern Teachers is assisting Virginia Academy as it seeks an Admissions Coordinator to ensure a smooth application and enrollment process and to capture needed data for recruitment and retention decisions. The Admissions Coordinator orchestrates the systematic and efficient handling of candidate applications and tracks the submission of supporting credentials and documentation. He or she coordinates and arranges tours, organizes the assessment and placement exam process, and manages the collection of requisite forms. The Coordinator receives and communicates final admission decisions to candidates and their parents and shepherds newly admitted students through enrollment at Virginia Academy, providing a welcoming environment and smooth transition. He or she manages the re-enrollment process for current students and prepares, maintains, analyzes, and reports statistics regarding recruitment, retention, and attrition.

As a key member of the admissions team, the Coordinator will participate in marketing and student recruitment planning, attend financial aid awards meetings, develop efficient measures to process the application and enrollment of new students, and provide ongoing feedback, problem-solving, and progressive excellence relating to admissions.

Candidates should have experience successfully planning and running special events; recruiting, coordinating, and leading volunteers; and working in a school. They should have the ability to communicate effectively with a team to ensure that events are properly communicated and fit in with the Virginia Academy calendar; familiarity working with software and databases (RenWeb, FACTS); and proficiency in the Microsoft Office suite (Word, Excel, PowerPoint, and Outlook).

Virginia Academy serves the mission of Community Church (Meet God, Meet Friends, and Live Life Better) by introducing students to a faith relationship with Christ and thoroughly preparing them for His service. At the Academy, young people from around the world—approximately 500 each year in prekindergarten through high school—are being prepared for their best and brightest futures. The first full senior class of sixteen students graduated in 2018.

To apply, please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2020.