

Assistant Dean for Admissions and Financial Aid  
Villanova University

Direct Link: <http://www.AcademicKeys.com/r?job=100124>

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| <b>Job Title</b>            | Assistant Dean for Admissions and Financial Aid                     |
| <b>Department</b>           |   |
| <b>Institution</b>          | Villanova University<br>Villanova, Pennsylvania                     |
| <b>Date Posted</b>          | Nov. 14, 2017   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Associate/Assistant Dean  |
| <b>Academic Field(s)</b>    | Admissions/Financial Aid  |
| <b>Apply Online Here</b>    | <a href="http://apptrkr.com/1120813">http://apptrkr.com/1120813</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

Assistant Dean for Admissions and Financial Aid

Posting Number: 20171556S

Position Type: Staff

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Recruitment Type: Internal/External Applicants

Work Schedule: FT/12 Month

Department: 244-Law School Student Services

### Position Summary

Villanova University Charles Widger School of Law seeks a dynamic, entrepreneurial, highly collaborative candidate with deep graduate admissions experience for the School's Assistant Dean for Admissions and Financial Aid role. This position will be responsible for developing and implementing the recruiting and admissions strategy, overseeing the admissions team and day-to-day operations, and driving enhancements in process, technology, and the use of analytics. The right candidate will be innovative, with a strong desire to look beyond what is traditionally done for creative approaches, a bias toward the use of data to drive decision-making, and the ability to develop plans and processes without an existing roadmap.

Villanova is a Catholic university sponsored by the Augustinian order. Diversity and inclusion have been and will continue to be an integral component of Villanova University's mission. The University is an Equal Opportunity/Affirmative Action employer and seeks candidates who understand, respect and can contribute to the University's mission and values.

### Duties and Responsibilities

\* Oversee, direct, and evaluate the processing of all applications for Admissions and Financial Aid. Coordinate admission decisions and financial aid awards, including work study and emergency loans.

\* Manage the scholarship budget. Allocate and award merit, leadership, and endowed scholarships to admitted and continuing students.

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- \* Advise and counsel prospective and admitted students on admissions and financial aid requirements and procedures.
  
- \* Develop internal policies and procedures that leverage technology and existing capabilities. Regularly review and implement enhancements to improve the efficiency and efficacy of processes and policies
  
- \* Produce various analytic reports on demographic trends, market research, and enrollment to support data-informed decisions regarding marketing, recruiting, admissions, and financial aid.
  
- \* Develop, plan, and oversee all of the Law Schools recruitment programs, including diversity outreach initiatives, open houses, recruiting fairs, national forums, receptions, information sessions, and other special events.
  
- \* Supervise, evaluate, and train all professional and support staff in the Office of Admissions and Financial Aid.

#### Minimum Qualifications

- \* Bachelors degree required.
- \* Extensive experience in university admissions, financial aid or related field is required (a minimum of 5 years of experience).
- \* Demonstrated knowledge of enrollment management principles and the use of programs that support a complex student information system.
- \* Excellent writing and speaking skills; must be able to communicate effectively to both individuals and groups.
- \* Demonstrated management skills with the ability to collaborate and lead a team of professionals.
- \* Ability to exercise sound judgement and adhere to the highest professional and ethical standards.
- \* Strong commitment to student service.
- \* Strong analytical skills and deep experience with intermediate and advanced Excel concepts.

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Preferred Qualifications

- \* Masters or JD preferred.
- \* Experience in law admissions and/or financial aid preferred.
- \* Previous substantial supervisory experience preferred.
- \* In-depth familiarity with the use of social media in the recruitment and enrollment of students.

Physical Requirements and/or Unusual Work Hours

This position involves some travel and occasional evening or weekend hours.

Special Message to Applicants

Posting Date: 11/13/2017

Closing Date (12am ET):

Open Until Filled:

Salary Posting Information: commensurate with experience



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Salary Band: K

Job Classification: Exempt

To apply, visit: [\[url=http://apptrkr.com/1120813\]](http://apptrkr.com/1120813)<https://jobs.villanova.edu/postings/12574>

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.