

Job Title: Admissions Coordinator
Department: Program – Admissions
FLSA: Exempt
Reports To: Admissions Manager
Location: Baltimore, MD or Remote
Date Revised: September 2020



General Summary: Serving as a member of the Admissions Team, the Admissions Coordinator supports the effort to screen and place incoming Jesuit Volunteers each year. The Admissions Coordinator is responsible for meeting goals identified by the manager in the context of screening & placement. The Admissions Coordinator will participate in recruiting conversations with prospective volunteers and agency partners (online, over-the-phone, and in-person). They will also support the screening and placement of volunteers, including conducting screening interviews, matching prospective volunteers with agency partners, and on boarding incoming volunteers.

The Admissions Coordinator will be responsible for daily coordinating of admissions correspondence for both agency partners and Prospective Jesuit Volunteers (PJVs). This role will regularly provide technical support to applicants for the screening and placement platform and run reports for JVC staff/organization utilizing database. Along with the Admissions Team, the Admissions Coordinator will analyze, evaluate, and review the screening and placement process. This role reports to the Admissions Manager.

As part of the JVC staff, the Admissions Coordinator seeks to advance the four core values of JVC: community, simple living, social justice and spirituality and participate in discussions and work to advance racial justice.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Communication with PJVs, Agency Partners, and Screeners

- Coordinates the admissions correspondence for agency partners, PJVs, and external screeners
- Answers phone calls to provide support for PJVs and agency partners
- Facilitates ongoing communication with PJVs to provide information on next steps in the admissions process

Database and Record Coordination

- Regularly updates admissions database as necessary
- Transfer information from CRM and application database to ensure updated information on both databases. Regularly meet with recruitment team to provide updates on process.
- Tracks PJV applications at various stages of application process to ensure appropriate steps for PJVs are completed
- Troubleshoots technical issues for agency partners, PJVs, and external screeners
- Develops and runs reports for Admissions Team and JVC use

Assistance with Screening and Placement

- Conducts interviews for PJVs
- Assists in the distribution of PJV applications for interviews (by staff, external screeners, and agency partners)
- Reviews agency partner applications
- Assists in the discernment and matching process
- Processes applicant background checks
- Submits payment requests for external screeners and works with Finance and Administration staff to ensure they are compensated in a timely manner

- Assists in the process to transition JVs to program staff

Requirements

Education

- Bachelor's degree or equivalent experience required
- Spanish fluency preferred

Experience

- Experience working with young adults
- Demonstrated experience relating to individuals of varying age, religious, political, and cultural backgrounds

Knowledge, Skills, Abilities

- Familiarity with JVC and commitment to overall mission
- Ability to multi-task and work both individually and as part of a team
- Demonstrated skill in prompt and professional verbal and written communication
- Familiarity with utilizing technology for virtual teamwork
- Proficiency with Microsoft Office Suite applications
- Flexible, ability to adjust to changing circumstances
- Familiarity with database management
- Willingness to take initiative and be creative

Working Conditions

- Schedule may vary, typical work-day 9am-5pm (40 hours per week), including evenings and weekends as needed
- This is a Remote position.

Physical Requirements:

To perform in this position successfully, an individual be able to:

- Exert minimal physical effort with intermittent movement going from one place to another
- Withstand prolonged periods of sitting to perform daily activities from a desk and to operate a computer and other office equipment
- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
- Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers. Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection); using measurement devices; and/or assembly of fabrication of parts at distances close to the eyes.

To Apply:

- Email your resume and a cover letter with salary requirements by October 16, 2020 to Human Resources at careers@jesuitvolunteers.org

The Jesuit Volunteer Corps encourages applications from candidates of all ages, races, classes, gender identities, sexual orientations, religions, languages, and physical abilities.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.