



## Admissions Coordinator Baltimore, MD

JVC engages brave young believers in life-changing service, living and working with those in need to build a more just and hopeful world. This is no small task. We are looking for passionate, dedicated, resourceful and creative people to help ignite the message of the Jesuit Volunteer Corps to prospective volunteers and our loyal supporters.

Applications to this role are to be submitted via email to [careers@jesuitvolunteers.org](mailto:careers@jesuitvolunteers.org) by attaching a resume and cover letter in PDF or .doc format.

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

General information / Position in the organization				
Job Title	Admissions Coordinator		Version	
			Date	5/22/18
Reports to	Hierarchical	Admissions Manager		
	Functional			
Direct reports	Hierarchical			
	Functional			

Job context / Job purpose
<p>Serving as a member of the Admissions team, the Admissions Coordinator (AC) ensures that incoming Jesuit Volunteers are screened and placed at partner agencies each year. The Admissions Coordinator is responsible for meeting goals identified by their manager in the context of screening &amp; placement.</p> <p>The Admissions Coordinator supports the screening &amp; placement of volunteers during the spring, as well as the screening &amp; placement needs of partner agencies throughout the fall and spring. This includes training screeners, corresponding with placement site partners, and matching applicants with prospective placements. The Admission Coordinator will ultimately be responsible for accepting, declining, or referring applicants to other opportunities. Not only does the Admissions Coordinator match the right candidate with the right position, but they also monitor applicants needs as they relate to city/housing accommodations, such as access to specific resources, accessibility needs, and other desired preferences.</p> <p>Along with the Admissions Manager, the Admissions Coordinator will analyze, evaluate, and review screening &amp; placement processes. The Admissions Coordinator will track important applicant data and prepare evaluative reports during the work seasons (application and screening).</p> <p>Reporting to the Admissions Manager (AM), this role has a close working relationship with the other ACs, Recruitment staff, other managers, such as the Program Managers and Program Coordinators (PC), development and finance.</p> <p>The job involves visits to other offices, universities, agencies, and occasional retreats.</p>



**JESUIT VOLUNTEER CORPS**

*DARE TO CHANGE*

Key result area	Responsibilities and Accountabilities	KPI's
<b>JV Admissions</b>	Responsible for the screening and placement process of JVs	<ul style="list-style-type: none"> <li>-Volunteers are reviewed by JVC staff and external screeners</li> <li>-External screeners are trained and supported by ACs</li> <li>-Volunteers are interviewed by placement agencies</li> <li>-Matching process takes place</li> <li>-Placed JV relationships are transitioned to Program Coordinators no later than July 1 (rolling basis afterward)</li> </ul>
	Responsible for the onboarding experience of JVs	<ul style="list-style-type: none"> <li>-Placed JVs have submitted documents by July 1</li> <li>-Admissions staff share pertinent JV info with appropriate PC/ICC by July 1</li> <li>-All JVs understand the meaning and purpose of SMTS (Jo)</li> <li>-All accepted JVs have a fundraising platform by June 1 (JVs placed after 6/1 are informed of SMTS on a rolling basis)</li> </ul>
<b>Agencies: Support and Partnership</b>	Responsible for staffing of available positions in existing agencies	<ul style="list-style-type: none"> <li>-Application platform (SurveyMonkey Apply) is updated on an ongoing basis with current contact info for agency partners. This material is reviewed, with the support of the Program team, by October 15 and again by January 15 of each year</li> <li>-Admissions Team matches qualified candidates with agencies for interviewing throughout the spring until all positions are filled</li> </ul>
	Responsible for agency application screening process for US partner agencies	<ul style="list-style-type: none"> <li>-Agency application is revised and prepared for distribution by the Admissions team. Occurs prior to October 1</li> <li>-Applying agencies receive 3 emails from JVC before their fall application deadline</li> <li>-Agency applications are screened by January 15 and notified of their status (accepted, declined, waitlisted)</li> </ul>
	Responsible for supporting new agency outreach	<ul style="list-style-type: none"> <li>-With support from PCs and ICCs, ACs contact potential agencies (in high need cities) no later than 1 October</li> <li>-Agencies are contacted, introduced to the agency screening process, and invited to apply by 1 November</li> </ul>



**JESUIT VOLUNTEER CORPS**

*DARE TO CHANGE*

<b>Former JVs</b>	Responsible for contracting FJVs for screening purposes	-A screening script (interview template) is designed by the Admissions Team -A handbook of procedures is completed prior to January 1 to facilitate their assignment -A webinar is facilitated to support them in their role
-------------------	---	--

**Quantitative information/ Scope of the job / Degree of supervision / Authorization levels**

- Make decisions regarding the acceptance or declination of prospective JVs
- Oversees the satisfaction of agencies during the screening process
- Informs manager of issues regarding depth and diversity of the applicant pool
- Informs manager of issues regarding the screening & placement experience
- Support applicants in their JVC discernment process

**Requirements: knowledge, skills, and experience**

- Experience working with young adults
- Experience with group facilitation and conflict management
- Familiarity with JVC and commitment to the overall mission
- Good interpersonal skills and comfort with various constituencies
- Ability to multi-task and work both individually and as part of a team
- Flexible, ability to adjust to changing circumstances
- Strong written and oral communication skills. Ability to communicate clearly and effectively
- Familiarity with Roman Catholic Theology, particularly in the areas of service and justice
- Personal experience of and comfort with Ignatian Spirituality