



ADMISSION/SUMMER SCHOOL DIRECTOR

St. Joseph's Preparatory School—a Catholic, Jesuit college preparatory school in Philadelphia serving nearly 1,000 young men—is seeking an Admission/Summer School Director for the 2012-13 academic year.

The Admission Director reports directly to the Principal as well as works collaboratively with the Principal in defining admission criteria. This position works to create an environment that develops students who are open to growth, intellectually competent, religious, loving and committed to doing justice. Additional responsibilities include coordinating all activities dealing with student recruitment, admissions and summer school as well as overseeing the financial aid process. This is a 12-month administrative position.

The ideal candidate will possess a combination of the following:

- Admission or administrative experience at the high school or college level;
- Master's degree in an appropriate field;
- Proficient computer skills, Blackbaud experience preferred;
- A strong commitment to the philosophy, mission and core values of Jesuit education;
- Excellent interpersonal, leadership and communication skills;
- Detail oriented a must.

In order to be considered for an interview, please submit a letter of interest, resume and contact information for three references to the Office of Human Resources at mgallagher@sjprep.org or mail to:

Maureen Gallagher, Human Resources Manager
Saint Joseph's Preparatory School
1733 West Girard Avenue
Philadelphia, PA 19130
267-515-5921

For information on our mission and characteristics of the school please visit our website at

www.sjprep.org

EQUAL OPPORTUNITY EMPLOYER