

## EMPLOYMENT OPPORTUNITY AT VILLANOVA PREPARATORY SCHOOL

Villanova Preparatory School, a Catholic, co-educational Augustinian college preparatory day and boarding school located in the beautiful Ojai Valley of Southern California, invites applications for a full-time **Director of Residential Life** beginning in the 2026–2027 academic year.

Founded in 1924 and operated by the Augustinian Fathers, Villanova Prep is a vibrant and globally minded academic community dedicated to the pursuit of truth, unity, and love through rigorous scholarship, meaningful relationships, and the formation of the whole person. Accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges, the school attracts highly talented and motivated students from across the United States and around the world. Within this dynamic context, Villanova seeks a visionary leader to guide and reimagine its residential life program as a central and integrated component of the student experience, fostering a culture of belonging, accountability, and formation aligned with the school's Augustinian mission.

### DIRECTOR OF RESIDENT LIFE

The Director of Residential Life is a senior administrative position responsible for leading and advancing all aspects of the residential program while helping to shape the broader student experience at Villanova.

This role offers a transformational opportunity: to build a residential program that is not only well-managed and safe, but deeply formative as an extension of the school's mission to develop the mind, heart, and spirit of each student within a Catholic Augustinian community.

The Director serves as a key member of the leadership team, working collaboratively across academic, student life, admissions, and advancement functions to ensure that the residential experience is fully integrated into the life of the school. The Director reflects in all interactions a commitment to the Augustinian values of truth, unity, and love, and fosters a culture in which students experience belonging, accountability, and personal growth.

In addition to overseeing the residential program, this position offers opportunities for expanded leadership, including the development of a mission-aligned summer school program, partnership in student recruitment and retention efforts, collaboration in institutional marketing and storytelling, and leadership in advancing a comprehensive student wellness framework that bridges residential and day student experiences.

## **Duties and Responsibilities**

Including, but not limited to:

### **Residential Life Program**

- This position extends beyond a purely strategic or administrative role. It is deeply hands-on, relational, and demands a strong emphasis on being actively engaged in the experience of resident students. Due to the nature of the position, there are consistent after-hours responsibilities, including evenings and weekends.
- Develops, plans, and implements a mission-aligned Residential Life program that prioritizes student engagement, formation, and community.
- Integrates residential life as an extension of the academic and spiritual mission of the school, emphasizing belonging, relational learning, and personal responsibility.
- Oversees the planning and organization of resident trips, activities, service projects, and events that reflect both student interest and institutional values.
- Establishes systems and structures that promote consistency, accountability, and clarity in residential life operations.
- Manages communication with resident student families and educational partners with a high level of detail, professionalism and care.
- Plans and coordinates comprehensive resident student orientations and ongoing formation experiences throughout the school year.
- Coordinates opportunities for liturgy, reflection, and spiritual development within the residential program.
- Builds systems for student voice, feedback, and continuous program improvement.
- Organizes weekly resident life meetings for RAs and other involved staff/faculty as warranted.
- Serves as a liaison with the dining services company to coordinate student meals and kitchen access for residential life staff.

### **Student Supervision and Support Responsibilities**

- Ensures the safety, security, and well-being of all resident students while fostering a culture of trust and responsibility.
- Supports the social, emotional, academic, and spiritual development of students through a proactive and relational approach.
- Collaborates with counseling, academic support, and student life teams to provide coordinated care for students.
- Leads the development of a comprehensive student wellness approach, integrating residential and school-day support systems.
- Serves as a visible, accessible, and trusted presence in the lives of students.
- Models and promotes behavior consistent with Villanova's Augustinian values.

- Oversees student travel, check-in/check-out systems, and residential logistics.
- Ensures alignment between academic, athletic, extracurricular, and residential expectations.

### **Administrative Duties and Responsibilities**

- Supervises, mentors, and trains members of the Residential Life staff, fostering a culture of professionalism, accountability, and growth.
- Recruits, hires, trains, and evaluates residential life personnel with a focus on building a high-quality, mission-aligned team.
- Develops and implements a thorough training program for new Resident Life staff that focuses on team building, conflict resolution, cultural sensitivity, mental health awareness, adolescent development, and restorative practices.
- Establishes clear expectations, systems, and structures for residential life staff performance and development.
- Maintains and manages the residential life budget responsibly.
- Leads regular staff meetings focused on best practices for student engagement, program improvement, and communication systems.
- Serves as a member of the Administrative Council and contributes to strategic school-wide initiatives related to student wellbeing, community culture, enrollment and retention, and long term visioning for Villanova Prep.
- Assists in the review and revision of the Residential Life Handbook and related policies.

### **Strategic Growth and Institutional Leadership**

- Contributes to a long term goal of leading and the designing a Villanova Summer School program that is aligned with the school's academic and mission priorities.
- Partners with Admissions and Advancement to support student recruitment, retention, and family engagement, particularly within the residential program.
- Collaborates on marketing and communications efforts, helping to articulate and elevate the Villanova student experience.
- Contributes to the development of innovative programming with colleagues on faculty and with student life directors, which strengthens Villanova's identity as a distinctively Augustinian formation program both in terms of day students and boarding students.
- Serves as a thought partner in shaping the future of student life, wellness, and community at Villanova.

### **Experience, Knowledge, Skills, and Personal Characteristics**

- Demonstrates a deep commitment to, and embodiment of, Catholic and Augustinian values of truth, unity, and love.
- Possesses a strong understanding of adolescent development and the ability to support students with empathy, clarity, and consistency.

- Proven ability to lead, manage, and inspire a team within a residential or student life setting.
- Demonstrates an innovative and entrepreneurial mindset, with the ability to build and grow programs.
- Exhibits excellent interpersonal and communication skills with diverse constituencies, including students, families, faculty, and staff.
- Displays cultural competency and, ideally, international experience and/or multilingual ability.
- Exhibits a collaborative mindset across departments and contributes to a unified school culture.

## **Qualifications**

- Bachelor's degree required; advanced degree preferred.
- Knowledge of the Catholic faith and commitment to upholding and promoting Roman Catholic Church teaching.
- Preference for someone familiar with boarding schools and with past experience working in a boarding school environment.
- Experience working in high school or higher ed residential life, student affairs, or a related field.
- Demonstrated leadership experience in an educational setting.
- Pass a Live Scan background check and complete VIRTUS training.

## **Compensation/Benefits**

The annual salary range for this position is \$60,000 - \$90,000 plus room and board. The starting salary is based upon, but not limited to, several factors that include type and years of experience, education level, and expertise.

VPS offers a full benefits package that includes fully-paid medical, dental, vision, and life insurance for employees; employer contribution toward dependent insurance premiums long-term and short-term disability insurance; and a 403(b) retirement plan. Eligibility rules apply.

## **To Apply**

Applicants should send a resume and cover letter via e-mail to [dannarelli@villanovaprep.org](mailto:dannarelli@villanovaprep.org) with an email heading: "Director of Resident Life."