

Position Title: RECRUITMENT AND ENROLLMENT COORDINATOR

Who We Are

Cristo Rey Orange County High School is located in Santa Ana, CA, and is part of the national Cristo Rey Network. Cristo Rey schools use a rigorous academic model, supported by best practices in instruction and assessment, to prepare students with a broad range of intellectual abilities for college and life. Cristo Rey Network schools employ an innovative Corporate Work Study Program that provides students with real world work experiences. In this unique model, every student works to fund the majority of the cost of his or her education while gaining job experience, growing in self-confidence, and realizing the relevance of this education. Students work in various corporate and business settings including law firms, banks, hospitals, universities, and with other professional organizations.

Want to learn more about us? Visit our [website](#).

Position Summary

The Recruitment and Enrollment Coordinator collaborates directly with prospective students, parents, faculty, area schools and community organizations. The Recruitment and Enrollment Coordinator supports the crucial functions of the Recruitment and Enrollment department by recruiting, admitting and enrolling new and transfer students to Cristo Rey Orange County High School. As a member of the Recruitment and Enrollment team, this person is responsible for meeting the annual enrollment goal set by the President and Executive Leadership Team. This role is the first point of contact for many students, parents and community members and the position requires both a commitment to the mission of Cristo Rey – and a particular passion for expanding our unique program to underserved students – and an ability to build community and develop and manage relationships with local schools, organizations, and churches. This position reports directly to the Vice President of Recruitment and Enrollment and supports all efforts to articulate the mission, programs and opportunities of Cristo Rey Orange County High School to students, parents/guardians, elementary/middle school educators, principals and counselors, and other gatekeepers in the community. He/she must be able to adapt to changing responsibilities and maintain absolute confidentiality. This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed as directed by the Vice President of Recruitment and Enrollment and according to the established policies, procedures and guidelines outlined in Cristo Rey Orange County High School's policy and procedures manual.

Primary Responsibilities

- Understand, embrace and implement the school's mission and philosophy as written in the Mission Effectiveness Standards, participates in the Christ-centered life of the school; and model the school's philosophy in working with students, parents, colleagues and administration.
- Organize, arrange, and coordinate recruiting efforts to visit middle schools, churches and community organizations serving potential candidates for admission.
- Coordinate and organize on and off campus admission events to promote the mission of Cristo Rey Orange County High School acting as a liaison with appropriate departments.
- Represent Cristo Rey Orange County High School to potential students and their families at high school fairs, expos, church services, community fairs, and other community gatherings, often with representatives of the school community such as student ambassadors.
- Provide initial admissions information, assistance with the online application for admission into Cristo Rey Orange County, respond to routine questions regarding the admission process and requirements.
- Collaborate closely with the Vice President of Recruitment and Enrollment in all areas related to recruitment and assisting with special projects as needed.
- Provide logistical support and planning for internal and external engagement in school ambassador programs such as Open Houses, Information Nights and other promotional events.
- Provide superior customer service by maintaining timely communication in Spanish & English with prospective students and their families.
- Provide a professional, helpful, welcoming atmosphere and a positive attitude for faculty and staff as well as prospective students, families, callers and visitors to the front office.
- Support and assist prospective students and families with the admissions process: providing guidance and individualized help to ensure the removal of any barriers towards completing an application for consideration.
- Collaborate with the Vice President of Recruitment and Enrollment to develop recruitment and marketing strategies, assist with design of promotional materials and use of social media.
- Provide administrative support to the department as needed including, but not limited to, phone calls to parents and prospective students, organizing mailings, other department needs, etc.
- Maintain an accurate student applicant database while maintaining strict confidentiality.

- Support the enrollment process and the new student transition to Summer Bridge Program.
- Answer front desk phone in a timely manner and greet visitors and ensure that they receive the best in customer care.
- Collate and distribute mail to faculty and staff mailboxes.
- Provide excellent service through courteous, informed, accessible and professional engagement.
- Model appropriate and ethical behavior and professionalism for the student population.
- Other duties as assigned.

Qualifications and Skills

- Bachelor's degree required.
- At least one year in recruitment, enrollment services, non-profit management, marketing, student services or related fields.
- Excellent verbal and written communication skills required. Fluency in English and Spanish is strongly preferred. Fluency in Vietnamese desired.
- Proficient in Microsoft Office suite, Adobe, and other relevant software.
- Ability to serve economically disadvantaged, racially diverse students and their families with patience and humility.
- Highly collaborative, dynamic team player with the ability to foster a large number of professional relationships with a variety of stakeholders.
- Demonstrated commitment to the mission of the Cristo Rey Network and model.
- Ability and flexibility to thrive in a fast-paced, entrepreneurial school environment.
- A deep belief that all students deserve excellent, Catholic, college preparatory education.
- Satisfactory completion of a criminal history background check and fingerprinting is required.
- Valid driver's license required; must be insured with good driving record. Reliable transportation to recruiting sites is required.

Other

- FLSA Status: Non-exempt
- Reports to: Vice President of Recruitment and Enrollment
- Salary Information: \$22.00 to \$30.00 per hour commensurate with education and experience. Eligible for healthcare benefits (medical, dental, and vision), paid holidays and vacation time, and retirement plan.
- Work Schedule: On-site, Monday through Friday, 8:00 a.m. – 5:00 pm, some nights and weekends required.



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How to Apply

Send PDFs of your resume and cover letter sharing why you think you are qualified to be the Recruitment and Enrollment Coordinator to Careers@cristoreyoc.org.