

## **Position Title: ADMISSIONS 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.

### **Position Summary**

The Admissions Coordinator collaborates directly with prospective students, parents, faculty, area schools and community organizations. The Admissions Coordinator supports the crucial functions of the Recruitment and Enrollment department by recruiting, and enrolling new and transfer students to Cristo Rey Orange County. As a member of the Recruitment and Enrollment team, this person is responsible for meeting the annual enrollment goal set by the President and 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 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 policy and procedures manual.

### **Roles and Responsibilities**

Understand, embrace and implement the school's mission and philosophy as written in the Mission Effectiveness Standards, participate in the Christ-centered life of the school; and model the school's philosophy in working with students, parents, colleagues and administration.

### Recruitment

- Establish and maintain a positive working relationship with the Catholic, public, charter and other private elementary and middle school leaders in the Orange County area.
- Coordinate recruiting efforts, proactively visiting elementary schools, churches, youth centers and other organizations serving potential candidates for admission.
- Coordinate and conduct school tours and activities for prospective students and their parents.
- Meet with parents, prospective applicants and feeder-school representatives.
- Coordinate and organize on- and off-campus admissions events.
- Assist in organizing Open House(s) and other promotional events.
- Present to potential students at fairs, expos, church services, community fairs, etc.
- Create networking opportunities for representatives of organizations helpful in connecting with potential students and (e.g. community groups, nonprofits, churches and parishes).
- Attend evening and weekend activities as necessary to fulfill job responsibilities.

### Application Management

- Keep records of all inquiries, applications, and retention via Admissions database.
- Support the Recruitment and Enrollment team in scheduling and preparation for interviews of prospective students and parents.
- Organize, evaluate and maintain information received from prospective parents (e.g. applications, financial aid forms, education records, test scores, letters of recommendation).
- Assist with preparation of admission files with academic and endorsement documents for each applicant.
- Assist families throughout the financial aid process, including income verification.
- Communicate with students and parents throughout the admissions process.

### Communication

- Respond to all inquiries about admission in a professional and timely manner.
- Maintain databases and assemble admissions materials for outreach to constituents.
- Develop relationships to establish Cristo Rey Orange County as a top-choice option for students and families.
- Represent Cristo Rey Orange County to educational, community, government and religious organizations.
- Coordinate and communicate financial aid policies, including family contribution.
- Update social media and other communication materials.

### **Qualifications and Skills**

- Bachelor's degree required with experience related to the duties and responsibilities above.
- Commitment to the Mission and Vision of Cristo Rey Orange County.
- Excellent verbal and written communication skills required. Fluency in English and Spanish required. Fluency in Vietnamese desired.
- Proficient in Microsoft Teams, Adobe, CRM Systems and other academic 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.
- 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 CA driver's license required; must be insured with good driving record. Reliable transportation to recruiting sites is required.
- Ability to lift 40+ pounds, carry supplies, set up tables, chairs and booths.

### **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: This is a 40 hour per week position with a flexible schedule including some evenings and weekends.

### **How to Apply**

Send PDFs of your resume and cover letter sharing why you are qualified to be the Admissions Coordinator along with three professional references and one personal reference to [Careers@cristoreyoc.org](mailto:Careers@cristoreyoc.org) with "Admissions Coordinator" in the subject line.