

Job Title: Director of Recruitment and Admissions

Job Summary

Manages the daily operations of the Recruitment and Admissions Office and the planning and development of all recruiting and admissions related matters. Recruits and builds relationships which fall under the strategic plan for recruiting, admissions, and retention of Cristo Rey Boston High School students. Articulates the mission and programs of Cristo Rey Boston High School to students, parents/guardians, elementary/middle school educators, principals and counselors, and other gate keepers in the community. Must be able to adapt to changing responsibilities and maintain absolute confidentiality. The Director of Recruitment and Admissions is expected to use personal judgment in carrying out routine duties and responsibilities. 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 President and according to the established policies, procedures and guidelines outlined in Cristo Rey Boston High School policy and procedures manual, once established.

Essential Responsibilities

- Proactive in building external relationships designed to yield students who are within the Cristo Rey student profile.
- Work with Admissions Associate to develop relationships within the greater Boston community that will establish Cristo Rey Boston High School as a viable option for increasing numbers of low-moderate income families. This will include representing the school to various educational, community, governmental and religious organizations.
- Collaborate with Admissions Associate and Communications department to develop marketing strategies, especially with design of promotional materials and use of social media. Will assist Communications department in design of advertisements, mailings, web pages, and other publications that will promote the school to prospective students and their families.
- Work with Admissions Associate and other appropriate administrators in interviewing prospective students and parents; offer recommendations regarding admissions decisions.
- Assist families through the financial aid process, including the completion of income verification. Share with Admissions Associate the responsibility for maintaining databases and assembling admissions-related materials for mailings to schools and prospective students, sending out mailings.
- Assist Admissions Associate with preparing individual admissions files with academic and endorsement documents for each applicant.
- Maintain a positive working relationship with the Catholic, public, charter and other private elementary and middle/junior high schools in Boston and surrounding areas.
- Organizes the school's open house(s) and other promotional events. Initiates and creates activities intended to interest parents and potential supporters in enrolling students in the school.
- Alternate with the Admissions Associate in presenting school to potential students at high school fairs, expos, church services, community fairs, and other such gatherings.

- Maintain good relationships and creates networking opportunities and support for representatives of groups and organizations that can be helpful in enrolling students (e.g., community groups, non-profits serving youth and parents, churches, and parishes).
- Assists Admissions Associate with responding to all inquiries about admission to Cristo Rey in a personal, professional, and timely manner.
- Model appropriate and ethical behavior and professionalism for the student population.
- Maintain regular communication with President regarding student admission cycle status, and community observations and perceptions.
- Support Admissions Associate with the school's Ambassadors Program. Maintain positive relationships with parents of enrolled students and utilize relationships to ensure school satisfaction and student referrals.
- Manage and prepare comprehensive, data-driven reports related to recruitment, enrollment and retention for the President and Board of Directors as well as the Cristo Rey Network.
- Attend and participate in Cristo Rey Network programs for Admissions (Recruitment/Enrollment) Directors or Assistant Directors or other programs as directed by the President. Network with other Cristo Rey Network Admissions (Recruitment/Enrollment) Directors and Assistant Directors.
- Assume full responsibility for the above as appropriate.
- Regular attendance is essential for this job.

OTHER POSITION RESPONSIBILITIES

- Complies with federal, state, and local safety laws.
- Maintains a neat and safe work area. Performs other duties as assigned

Requirements

- Fluency in Spanish preferred.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Compliance with BCI and FBI background checks and completion of Protecting God's Children program.
- Minimum of a bachelor's degree in related field required.
- A graduate degree is strongly preferred.
- Experience: 2 to 3 years' experience with education or social service agency.
- Experience in a faith-based organization is preferred.
- Licensure/Certification: Valid driver's license required; must be insurable with a safe driving record. Reliable transportation to recruiting sites is required.

Mission Statement

Cristo Rey Boston is a Catholic high school exclusively serving families of limited economic resources. By offering a rigorous curriculum, a unique work-study experience, and the support of an inclusive community, we prepare our students to succeed in college and beyond with the core values of dignity, perseverance, growth, and generosity.

Physical Requirements

Regularly required to sit, stand, walk, talk, hear, climb stairs, and operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

Organization

Cristo Rey Boston High School is a member of the national Cristo Rey Network, an association of 37 Catholic schools serving 12,000 students in 26 states. The mission of the Cristo Rey schools is to prepare economically disadvantaged students to enter and graduate college through a rigorous curriculum and a unique work-study program. The adults' professional culture is characterized by transparency and collegiality. Faculty and staff at CRB are deeply committed to the young people we serve, and eager to learn and grow in their own professional practice. There is an expectation that doors of classrooms and offices are open for colleagues who wish to share in each other's work, to ask questions, and to lend support.