



**Job Title:** Assistant Director of Admissions

**Written/Revised:** 11/2017

**Location:** Cristo Rey Columbus High School

**Office:** Admissions

**Responsible to:** Director of Admissions

**FLSA Code:** Salaried

## **I. JOB SUMMARY**

Assists in the daily operations of the Admissions Office and assists in 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 Columbus High School students. Articulates the mission and programs of Cristo Rey Columbus 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 Assistant Director 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 Director of Admissions and President and according to the established policies, procedures and guidelines outlined in Cristo Rey Columbus High School's policy and procedures manual, once established.

## **II. ESSENTIAL JOB RESPONSIBILITIES**

1. Proactive in building external relationships designed to yield students who are within the Cristo Rey student profile.
2. Work with Admissions Director to develop relationships within the Columbus community that will establish Cristo Rey Columbus 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.
3. Work with Admissions Director to develop marketing strategies, especially with design of promotional materials and use of social media. Also will assist in design of advertisements, mailings, web pages, and other publications that will promote the school to prospective students and their families.
4. Work with Admissions Director and other appropriate administrators in interviewing prospective students and parents; offer recommendations regarding admissions decisions.
5. Assist families through the financial aid process, including the completion of FACTS Application for Grant & Aid, and obtaining EdChoice scholarship payments from the State.
6. Share with Admissions Director the responsibility for maintaining databases, and assembling admissions-related materials for mailings to schools and prospective students, sending out mailings.
7. Prepare individual admissions files with academic and endorsement documents for each applicant.

8. Maintain a positive working relationship with the Catholic, public, charter and other private elementary and middle/junior high schools in Columbus and surrounding areas.
9. Assist in organizing 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.
10. Alternate with the Admissions Director in presenting school to potential students at high school fairs, expos, church services, community fairs, and other such gatherings.
11. 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).
12. Respond to all inquiries about admission to Cristo Rey in a personal, professional and timely manner.
13. Model appropriate and ethical behavior and professionalism for the student population.
14. Maintain regular communication with Director of Admissions regarding student admission cycle status, and community observations and perceptions.
15. Oversee the school's Ambassadors Program.
16. Maintain positive relationships with parents of enrolled students and utilize relationships to ensure school satisfaction and student referrals.
17. Assist in preparation of comprehensive, data-driven reports related to recruitment, enrollment and retention for the President and Board of Directors as well as the Cristo Rey Network.
18. Attend and participate in Cristo Rey Network programs for Admissions (Recruitment/Enrollment) Directors or Assistant Directors or other programs as directed by the President.
19. Network with other Cristo Rey Network Admissions (Recruitment/Enrollment) Directors and Assistant Directors.
20. Assume full responsibility for the above as appropriate.
21. Regular attendance is essential for this job.

### **III. OTHER POSITION RESPONSIBILITIES**

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

### **IV. POSITION QUALIFICATIONS**

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.

**Required:** Compliance with BCI and FBI background checks and completion of Protecting God's Children program.

**Education:** 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 good driving record. Reliable transportation to recruiting sites is required.

**Job Related Skills:**

1. Demonstrated commitment to Catholic Education.
2. Ability to use good judgment and to manage and impart information to a range of students, families, businesses, organizations and media sources.
3. Ability to work professionally in educational environment.
4. Knowledge of student recruitment and retention issues.
5. Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
6. Ability to prepare reports related to recruitment, enrollment and retention data.
7. Knowledge of targeted recruitment principles, procedures and resources.
8. Outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community.
9. Ability to foster a collaborative work environment.
10. Ability to organize, prioritize, schedule and complete job tasks.
11. Ability to communicate clearly and accurately in the written and spoken word.
12. Ability to travel within and out of state for meetings, workshops, etc. several times per year.
13. Ability to communicate in English and Spanish.

**Interpersonal Skills:** Excellent interpersonal and listening skills are required.

**Work Environment:** The noise level in the work environment is usually moderate, typical of an office with computers and printers. This is an exempt position. Office hours for this position vary and often require late afternoon, evening and/or weekend work. Cristo Rey School is a smoke-free and weapons-free facility.

**V. PHYSICAL STRENGTH DEMANDS**

The Physical Demands Strength Rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered to be important for average, successful work performance:

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work.