

Cristo Rey Columbus High School is a Catholic, college-prep high school for students of modest income that offers a unique Professional Work-Study program for our students.

Cristo Rey Columbus High School is looking for a motivated individual with strong inter-personal and organizational skills to join us in recruiting future Cristo Rey students as the Assistant Director of Admissions. Applicants must be bilingual in Spanish and English. Some duties include networking with schools and various youth service agencies from across Central Ohio, presenting to large and small groups of students and families, planning events to promote Cristo Rey Columbus, overseeing the student Ambassador program, and interviewing, evaluating applications for, and registering future Cristo Rey students.

Interested candidates should send the following to jmolnar@crestoreycolumbus.org:

- Resume with cover letter
- Transcripts from all colleges/universities attended
- Three Letters of Recommendation
- Vision statement of how the Admissions Department contributes to the success of Cristo Rey Columbus High School, and how the role of Assistant Director of Admissions impacts that success.