

JOB DESCRIPTION

POSITION:	Director of Admissions
CLASSIFICATION:	Exempt
SCHEDULE:	Full Time

SUPERVISOR: President

JOB SUMMARY: The Director of Admissions is responsible for

- (1) Recruiting qualified students to apply to the school
- (2) Directing the Admissions Process from point of inquiry to enrollment
- (3) Supervising staff and volunteers.
- (4) Managing the Office of Admissions
- (5) Ad hoc projects assigned by the President.

ESSENTIAL FUNCTIONS

Leadership

- Designs and implements a comprehensive strategic plan of admissions of new students to the school
- Accomplish the school's enrollment goals and objectives
- Designs, establishes, and maintains a departmental operating structure that effectively accomplishes the school's goals and objectives
- Evaluates continually and redesigns where appropriate all aspects of the admissions program with the goal of maintain a capacity enrollment of qualified and mission-consistent students and a wait-list of qualified applicants
- Represents the school at conferences related to admissions and to the local community

Recruitment:

- Develops and oversees admissions appropriate admissions marketing materials, ads, mailings, web pages, and publications that promote the school to prospective students
- Establishes and maintains positive working relationships with Catholic feeder schools, local public and charter middle schools, churches, and other organizations that can be helpful in attracting quality students
- Proactively visits feeder schools
- Works with organizations, attends events and school fairs
- Presents the school to parents and students during visits to middle schools, churches, and organizations, or through media placements

- Initiates and oversees activities, such as Open Houses and Shadow Days, intended to interest parents and potential supporters in enrolling students to the school

Admissions Process:

- Develops, continuously evaluates, and revises the student application and relevant processes
- Organizes and coordinates student interviews, including training faculty and staff who will assist with conducting interviews
- Chairs meetings of the Admissions Committee
- Organizes and administers income verification and the program for financial aid.
- Communicates with students and parents throughout the admissions process

Enrollment and Re-enrollment

- Coordinates teambuilding and welcome activities for accepted students
- Organizes student registration meetings
- Coordinates communication with families prior to starting school
- Manages the re-enrollment of current students for the succeeding year with constant monitoring of attrition and retention

QUALIFICATIONS:

- Bachelor's degree with experience directly related to the duties and responsibilities specified
- Exceptionally organized, able to create strong systems and process with limited support
- Experience and comfort with setting aggressive, quantitative goals and reporting regularly on progress
- Commitment to the Mission and Values of Cristo Rey
- A flexible, self-starter, with the ability to motivate others, who is goal-oriented
- Outstanding organizational skills and an ability to strategize procedures.
- Outstanding interpersonal and community relations skill and the ability to communicate and work effectively within a diverse community
- Ability to effectively maintain communication with students and families that are interested in applying to the school
- Proven ability to effectively present to large groups
- Ability to track and understand data
- Ability to create, compose, and edit written materials
- Ability to foster a collaborative work environment
- Experience with high school admissions a plus
- Experience recruiting a plus
- Bilingual in Spanish and English

A complete application will include:

1. Resume
2. Cover Letter (no more than 3 pages)
3. Please list three professional references with their email address and telephone numbers

Please submit completed information to employment@crstoreyfortworth.org