

Job Posting

Position Title: Admissions Manager

FLSA Status: Exempt

POSITION SUMMARY

The Admissions Manager assists the Director of Admissions & Community Engagement in all aspects of student recruitment including, creating relations with community partners, coordinating the prospective student funnel, assisting in the admissions process from point of inquiry to enrollment, and helping coordinate staff and volunteers for admission events.

OUR MISSION

Cristo Rey Oklahoma City Catholic High School (“Cristo Rey OKC”) is a Catholic, college preparatory school that educates young people of limited economic means and all faiths to become men and women of knowledge, faith, purpose, and service. By offering a rigorous curriculum, a unique work-study experience, and the support of an inclusive school community, we prepare our students to succeed in college and beyond.

Cristo Rey OKC is a member of the Cristo Rey Network, a national association of 40 high schools that provide a quality, Catholic, college preparatory education to young people of limited educational options. It is our goal to build one of the best high schools in Oklahoma City as measured by academic achievement, graduation rates, and acceptance into and graduation from four-year colleges and universities.

Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Duties:

- Assists and supports the Director of Admissions & Community Engagement in designing and implementing a comprehensive strategic plan of recruitment and admissions of new students so to maintain a capacity enrollment of qualified students and a waitlist of qualified applicants.
- Assists and supports the Director of Admissions & Community Engagement by representing the school to the local community for all events related to admissions; attends parish events, community events, and festivals, etc.
- Assist and supports the Director of Admissions & Community Engagement by establishing and maintaining excellent relations with middle schools,

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churches, and other community organizations that can be helpful in attracting qualified students.

- Assists and supports the Director of Admissions & Community Engagement with recruitment activities, such as Open Houses, Applicant Days, and Shadow Days that are intended to interest parents in enrolling students to the school. These are frequently held in the evenings and on weekends.
- Provides input to marketing materials, ads, mailings, web pages, and publications related to admissions and that promote the school to prospective students.
- Continuously evaluates and revises the student application and enrollment processes; ensures enrollment packets are prepared and distributed with the Registrar's Office.
- Assists in administering third-party income verification software and program for student financial aid.
- Other activities and tasks as assigned by the Director of Admissions & Community Engagement.

Competency Statements:

- Ability to effectively interact with students.
- Ability to communicate effectively, both written and verbally.
- Exceptional interpersonal, organizational, and analytical skills.
- Strong personal alignment with the Cristo Rey mission and openness to work in a faith-based organization.
- Acts and presents self in a professional manner in appearance, demeanor, and work habits; maintains confidentiality regarding school matters.
- Follows the school's discipline policy for students.
- Ability to work independently in a fast-paced environment; manage own time.

Position Type and Expected Hours of Work

This is a full-time position with typical working hours of Monday through Friday, 8:00a-5:00p; regular nights and weekends for recruitment events with some travel around the OKC area are required. Hours and work shift may change in accordance with business needs. Exempt employees must have the ability to be on-call and available, as business needs require.

Required Education and Experience

Education: Bachelor's Degree.

Experience: 3+ years of admissions administration experience, corporate recruiting, or a related field.

Computer Skills: Basic knowledge of Microsoft Office, PDF, Email, Applicant Tracking Systems, Zoom/Google Meet/Cisco Webex.

Additional Eligibility Qualifications

Must be able to accomplish any and all duties with little to no assistance.

Bi-Lingual (English / Spanish) required.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

How to apply:

- Candidates must apply through the Cristo Rey OKC website.
- Candidates should submit a cover letter, resume, and references.
- The interview process will include a review of provided materials, potentially a phone interview, an in-person interview with the President and/or interviews with other Cristo Rey OKC leadership.
- Position is open until filled.

AAP/EEO Statement

Cristo Rey OKC Catholic High School is an Equal Employment Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other characteristic protected by law.