



Director of Admissions and Retention

About Cristo Rey

The Cristo Rey Network of high schools delivers a career focused, college preparatory education in the Catholic tradition for students with limited economic resources. Through the unique integration of rigorous academic curricula, four years of professional work experience, and support to and through college, Cristo Rey students are achieving their aspirations for postsecondary success at rates exceeding their peers.

Who We Are

- **Values-Driven:** We educate the whole student: academically, spiritually, and socio-emotionally.
- **Growth Opportunities:** We prioritize our faculty and staff's learning and growth.
- **Invested Students and Engaged Families:** Our students' families seek out our schools.
- **National Community:** Our faculty and staff are a proud part of a national movement.

Mission

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.

Position Summary

Key Responsibilities

Recruitment & Outreach:

- Develop and implement a comprehensive annual recruitment plan to attract qualified applicants from underrepresented and underserved communities.
- Build partnerships with elementary and middle schools, community organizations, parishes/churches, and local businesses to promote Cristo Rey's mission and model
- Organize and attend community outreach events, high school fairs, and informational sessions to engage prospective families.
- Coordinate and lead school tours, open houses, and shadow days.

Admissions & Enrollment:

- Manage the full admissions process, from initial inquiry to enrollment, ensuring a welcoming, transparent, and mission-focused experience for families.
- Oversee application review, family interviews, and student assessments.
- Convene and lead the Admissions Committee in accordance with Cristo Rey Network guidelines.
- Ensure compliance with the Cristo Rey Network's eligibility criteria, including income-based requirements.
- Maintain accurate enrollment records and generate reports for internal and external stakeholders.
- Manage Admissions Department including team and daily operations for the planning and development of all recruitment and admissions-related matters.

Retention & Student Support:

- Develop and implement a comprehensive student retention strategy focused on relationship-building, early intervention, and cross-departmental collaboration.
- Monitor key student engagement and success indicators (attendance, academic progress, work performance) in partnership with academic, counseling, and work-study teams.
- Lead or coordinate initiatives (e.g., family outreach, advisory support, transition programs) that support student persistence from freshman year through graduation.
- Conduct exit interviews and analyze attrition data to identify trends and address systemic issues.
- Serve as a visible and supportive presence for students and families throughout their time at Cristo Rey.

Marketing & Communications:

- Develop and execute marketing and communications strategies in coordination with marketing and development departments to promote the school and work-study program, including print, digital, and social media.
- Create compelling content to tell the Cristo Rey story, spotlighting student success and community impact.

Data & Analysis:

- Track and analyze recruitment and enrollment metrics to inform strategies and meet enrollment targets.
- Collaborate with finance, academic, and work-study teams to ensure aligned support for incoming students.

Qualifications

- Commitment to the mission and values of the Cristo Rey Network, especially a dedication to educational equity and service to low-income families.
- Bachelor's degree required; Master's degree preferred.
- 5+ years of relevant experience in admissions, recruitment, community outreach, sales or education.
- Excellent communication and interpersonal skills with fluency in Spanish preferred.
- Strong project management, organizational, and data analysis skills.
- Experience working in urban school environments or with first-generation students is highly desirable.
- Availability to work evenings and weekends as needed for events and outreach.

Compensation and Benefits

Salary

\$60,000-68,000 annually, depending on experience

Benefits

All Cristo Rey OKC employees are provided with a benefit package via the Catholic Archdiocese of Oklahoma City that includes health, dental, and supplemental insurance, and retirement plans. You will have the option of adding dependents to your insurance coverage at your own expense.

How to Apply

Candidates may apply through the Cristo Rey OKC website or by clicking [here](#).

Contact Interim President, Kelsey Herman, with any questions at Kelsey.herman@cristoreyokc.org.