



Manager of Admissions – Full Time

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

The Admissions Manager supports the Director of Admissions and Retention in all aspects of student recruitment, enrollment, and retention efforts. This role is responsible for managing the full admissions process—from initial inquiry through enrollment—while building strong relationships with prospective students, families, schools, and community partners.

The ideal candidate is proactive, innovative, flexible, and highly relational, with a strong background in recruitment, sales, or a similar field. Spanish fluency is strongly preferred and considered essential for effective communication with our community.

Key Responsibilities

- Serve as a primary point of contact for prospective students and families, providing guidance and support throughout the admissions process



- Build and maintain relationships with students, parents, teachers, and school counselors to promote enrollment and student success
- Lead campus tours and host individual and group admissions appointments with prospective families
- Actively participate in recruitment efforts, including open houses, shadow days, applicant events, and community outreach initiatives
- Represent the school at community events, partner schools, and other recruitment opportunities
- Collaborate with the Director of Admissions and Retention to develop and implement innovative recruitment strategies
- Maintain consistent and proactive communication with prospective families, including follow-ups and enrollment support
- Assist with the creation and distribution of admissions materials, communications, and outreach campaigns
- Support enrollment goals by managing a pipeline of prospective students and tracking progress from inquiry to enrollment
- Participate in regular evening and weekend events as a core part of the role
- Fulfill assigned campus responsibilities such as lunch duty, after-school duty, and supervision as needed
- Collaborate with other departments to support school-wide events and initiatives
- Assist with additional duties as assigned to support admissions and broader school operations

Qualifications

- Bachelor's degree preferred
- Experience in admissions, recruitment, sales, or a related field required
- Fluency in Spanish strongly preferred (near-required for success in this role)
- Strong interpersonal and communication skills, with the ability to connect authentically with diverse audiences
- Highly organized, detail-oriented, and able to manage multiple priorities



- Self-starter who is proactive, solutions-oriented, and comfortable working both independently and collaboratively
- Demonstrated ability to think creatively and bring innovative ideas to recruitment efforts
- Flexibility to work evenings and weekends regularly as part of admissions programming

Work Schedule & Expectations

- This is a full-time position with standard weekday hours, along with frequent evening and weekend commitments for admissions and community events. Flexibility is essential, as the schedule may vary based on recruitment cycles and school needs.

Compensation and Benefits

Salary

\$45,000-50,000 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 President, Kelsey Herman, with any questions at Kelsey.herman@crstoreyokc.org.