



Manager of Admissions – Part 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.

We are seeking a flexible and detail-oriented team member to support both the day-to-day admissions process and the school's outreach efforts. This part-time role is designed to balance administrative admissions support with event-based engagement, with responsibilities shifting seasonally based on enrollment cycles and event activity.

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

Admissions & Administrative Support

- Assist with application processing, including tracking materials and ensuring files are complete
- Communicate with prospective families via phone and email regarding application requirements, next steps, and deadlines
- Help coordinate interviews, campus visits, and admissions appointments
- Maintain accurate and organized applicant records
- Provide general administrative support to the admissions office, particularly during high-volume periods

Outreach & Events

- Represent the school at admissions events, including open houses, school visits, and community outreach programs
- Assist with planning and executing events, including logistics, setup, and follow-up
- Engage with prospective students and families in a welcoming, informative manner
- Support relationship-building with feeder schools and community partners

Qualifications

- Strong communication and interpersonal skills, with the ability to connect authentically with diverse audiences
- Fluency in Spanish strongly preferred (near-required for success in this role)
- Highly organized with strong attention to detail
- Comfortable balancing administrative tasks with people-facing responsibilities
- Ability to adapt to changing priorities and seasonal workflows
- Experience in admissions, education, administration, recruitment, sales, or event coordination preferred
- Flexibility to work evenings and weekends regularly as part of admissions programming

Work Schedule & Expectations

- Part-time hours with a consistent weekday schedule to support admissions operations
- Evening and weekend availability required as needed for events (not every week)
- Schedule and responsibilities may shift seasonally (e.g., more events during peak recruitment periods, more administrative support during quieter months such as summer)





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.