



**JOB TITLE:** Admissions Associate

**REPORTS TO:** Director of Admissions

**START DATE:** August 1, 2021

**SUMMARY STATEMENT:**

The Admissions Associate will assist the Director of Admissions in the recruitment of new students and supporting activities related to the admissions process at Cristo Rey New York High School (CRNYHS). The goal is to ensure full enrollment according to the school's plan and the Cristo Rey Network standards. The Associate is a key member of the school community, supporting the implementation of the policies and procedures established by the Admissions Committee.

**PRIMARY RESPONSIBILITIES:**

- Collaborate with the Director of Admissions to recruit, review, register and enroll incoming students as part of the annual admissions cycle.
- Proactively organize, arrange, and coordinate recruiting efforts at middle schools, churches, and community organizations serving potential candidates for admission.
- Meet with parents, prospective applicants, and school representatives to promote CRNYHS and guide them through the admissions process.
- Schedule and conduct tours of the school and other activities for prospective students, their parents, and representatives from feeder schools.
- Organize events to promote the mission of CRNYHS, and act as a liaison with faculty and staff of feeder schools and leaders of community organizations.
- Manage, organize, and maintain an accurate applicant database including materials from prospective students such as application forms, financial aid forms, school records, standardized test scores, and letters of recommendation, while maintaining strict confidentiality.
- Prepare student files to be reviewed and evaluated by the Admissions Committee.
- Collaborate with the Director of Admissions and other CRNYHS staff to facilitate the registration of new students.
- Provide administrative support to the department including, but not limited to, making phone calls to parents and prospective students, and organizing mailings.
- Additional tasks as assigned by the Director of Admissions.

## **POSITION QUALIFICATIONS**

- Bachelor's Degree
- Fluency in Spanish
- Ability to work in a fast-paced environment with a high degree of attention to detail
- Attentive listener with the ability to respond to questions asked by prospective students and parents regarding the school, and its policies and procedures
- Excellent oral and written communication skills
- Self-motivated and able to work independently and with a team
- Willingness and ability to work occasional evenings and weekends
- Competence with Microsoft Office software including Microsoft Word, Excel, and PowerPoint.

**Please email a cover letter, resume, and list of 3 professional references to:  
Ms. Tiffany Tejada, Director of Admissions, at [ttejada@cristoreyny.org](mailto:ttejada@cristoreyny.org).**

For more information about Cristo Rey New York High School, visit [www.cristoreyny.org](http://www.cristoreyny.org).  
*This school ministry is endorsed by the American Province of the Society of the Holy Child Jesus, the District of Eastern North America of the Brothers of the Christian Schools, and the USA East Province of the Society of Jesus. Cristo Rey New York High School does not discriminate based on race, color, national or ethnic origin, gender, sexual orientation, or religion.*