

Job Title: Manager of Alumni Support**Department:** Academics – College Counseling
Reports to: Director of College Counseling**Classification:** Exempt
Schedule: Year-round

Cristo Rey Jesuit High School, a Jesuit, college-preparatory, co-educational school for grades 9-12, seeks a full-time Manager of Alumni Support. The Manager of Alumni Support plays an essential role in ensuring all Cristo Rey students are on track to enroll in college and complete their degree. The position requires an extraordinary commitment to serving diverse students of limited economic means - most of whom will be the first in their family to pursue a degree – through the implementation of a comprehensive, alumni advising program. The position requires extensive experience with college admissions, matriculation, and financial aid processes, a strong sense of low-income students' and family needs in preparing for college, and the ability to manage key relationships with a variety of internal and external stakeholders. In addition, candidates should be prepared to work closely with Gradforce and integrate it into the workflow of their caseload management.

Primary Duties and Responsibilities

- Serve as principal advisor and thought leader on best practices in college matriculation, persistence, and completion
- Set vision for alumni programming, including:
 - Conducting college campus visits according to school budgets and strategic prioritization of alumni caseload
 - Assisting students through college matriculation, course sequencing, financial aid, and transfer processes as needed
 - Planning and leading workshops for alumni and key stakeholders (parents, administrators, etc) on topics related to college matriculation and persistence processes
 - Identifying and working with struggling students to assess their needs and recommend individualized resources and solutions
 - Ensuring students take advantage of special opportunities made available to low-income college enrollees (e.g. emergency funding, travel grants, etc)
 - Communicating with alumni via telephone, text, email, videoconference, and social media platforms, leveraging Gradforce to maximize efficiency of tracking information
 - Creating and sharing resources for students that promote college success, career readiness, and job placement
 - In light of Cristo Rey Network alumni data that affirms our students are more likely to earn their degree upon initial enrollment in a four-year program, working closely with four-year college enrollees to ensure degree completion and with students enrolled in two-year colleges to support a successful transition into a four-year program.
 - Promoting the cultivation of an alumni community by:
 - Coordinating multiple engagement events per year for alumni to build community and access programming (yearbook reunion, happy hours, coffee chats, or book clubs, etc.)
 - Collaborating with departments across the school including Campus Ministry (alumni retreats, Our Lady of Guadalupe celebration), Advancement (reunions, Viva, White Sox night, First Responders recognition ceremony) and Athletics (alumni related sporting events such as Homecoming)
- Import NSC data in a timely manner into the Gradforce database and develop college enrollment, persistence, and completion reports to track and communicate latest trends and progress to developed school goals
- Develop collaborative partnerships with colleges where alumni attend, creating capacity to link students to college/university resources that support their successful enrollment and retention
- Collaborate closely with the College Counselors to support seniors in making their college selection, learn about the alumni program prior to graduation, and identify key trends in enrollment and completion data
- Build and celebrate a school-wide college-going culture for 9th-12th grades (e.g. publicly posting college graduations, hosting alumni panels, connecting prospective applicants to alumni in college, and promoting Cristo Rey Network Alumni Association, etc)

- Work with the Director of Communications to keep alumni section of school website updated and to implement a communications plan directed towards alumni, including e-communications, social media updates (LinkedIn, Instagram, Facebook, etc.), newsletters, etc.
- Manage and steward scholarship funds and reporting of the school's College Retention Emergency Fund and funds that have been set aside either by the Cristo Rey Network, a specific donor or foundation or at specific universities for alumni of Cristo Rey Pilsen or the Cristo Rey Network
- Oversee the school's administration of Advanced Placement exams

Additional Responsibilities

- Represent our school at local, state and national college admissions conferences, fairs, and/or tours to help strengthen regional partnerships and college persistence expertise
- Participate in professional development opportunities offered by local college access organizations (i.e. Association of College Admissions Counselors) and Cristo Rey national office
- Connect with other alumni advising programs at Cristo Rey Network schools

Qualifications and Skills

- Bachelor's Degree required; Masters preferred
- At least 3 years of experience in college or high school advising with economically disadvantaged, racially diverse students and their families
- Spanish language skills are required
- Strong understanding of the academic, financial, and social barriers to college access persistence for underrepresented, first-generation students
- Highly collaborative, autonomous, and dynamic leader with the ability to manage a large number of professional relationships with a variety of stakeholders
- Relentless focus on results, high level of accountability, self-starter, and willingness to do "whatever it takes," including flexibility around scheduling, travel, and ability to work some evening hours and or travel to assigned colleges
- Knowledge of social media platforms, event planning, and database management a plus
- Ability to thrive in a fast-paced, entrepreneurial school environment
- A belief that all students can succeed in college and careers
- Commitment to the mission, values, and goals of Cristo Rey, and willingness to participate in adult faith formation.

To Apply: Please submit a cover letter and resume to: jobs@crstorey.net or visit www.crstorey.net/careers

Cristo Rey Jesuit High School

Founded in 1996, Cristo Rey Jesuit High School provides a Catholic, college preparatory education and professional work experience to students from Spanish-speaking families across the southwest side of Chicago. To make Cristo Rey both sustainable and affordable to our families, Cristo Rey pioneered the Corporate Work Study Program (CWSP). Our unique and highly successful funding model inspired what is now a national network of Catholic high schools serving low-income families across the country. The CWSP enables our students to earn a majority of their annual cost of education by working one school day a week at a corporation in the Chicago area. Learn more at www.crstorey.net.

Jesuit Schools Network and Cristo Rey Network

Cristo Rey is sponsored by the Society of Jesus (the Jesuits), the largest religious order in the Roman Catholic Church, and is well known in the United States with over 50 high school and 28 colleges and universities. Cristo Rey is a member of the Jesuit Schools Network, the national association of Jesuit schools in the United States and Canada. Additionally, Cristo Rey Jesuit High School is a member of the Cristo Rey Network, the national association of schools operating on the Cristo Rey model. Currently, there are 37 high schools serving more than 12,000 students throughout the country that are associated through the Cristo Rey Network and operate using the educational model named for the flagship school in Chicago.