



POSITION: Alumni Advisor
CLASSIFICATION: Exempt
SCHEDULE: Full-time (12-month)
SUPERVISOR: Principal

OVERVIEW

Cristo Rey High School seeks an Alumni Advisor to provide the school's graduates with guidance as they transition to college and assist them as they progress toward earning their degrees.

The Alumni Advisor collaborates with the personal and college counseling team to establish and implement a comprehensive program that focuses on the mental, personal, and social well-being of alumni and provides them the support and resources they need to graduate from college.

The Alumni Advisor will also help the college counseling staff to develop and maintain relationships and agreements with 4-year and 2-year institutions to ensure successful student transitions and undergraduate degree completion.

RESPONSIBILITIES

Senior Preparation

- Collaborate with the personal and college counseling team in designing and teaching college and career readiness skills to seniors during the spring semester. This instruction will cover financial literacy, time management and executive function techniques, self advocacy skills, race/identity awareness, management of family relationships, and college resources for academic success and personal wellness.

Alumni Support and Outreach

- Work one-on-one with students as they transition to college either in person, by phone, Facetime, or text, or through social media
- Assist with financial aid applications, advise on transfer options and processes, and facilitate re-enrollment if needed
- Communicate with higher education administrators and staff about status of enrolled alumni
- Analyze National Student Clearinghouse data to track and follow-up on alumni
- Plan alumni events including reunions and alumni visits to Cristo Rey
- Publicize internship and job opportunities to alumni in college
- Send out Cristo Rey Sacramento updates via text, email, and social media

REQUIREMENTS

- Bachelor's degree required; master's degree preferred
- Experience in college counseling, college student development, residence life, student activities, academic advising
- Skilled in data collection, analysis, and reporting using spreadsheet, database, and presentation software
- Ability to travel to visit alumni in college settings
- Ability to connect with students via all social media platforms outside of regular business hours
- Prior experience in Cristo Rey schools, Teach for America, Americorps, KIPP, or Jesuit Volunteer Corps a plus
- Spanish language proficiency required

APPLICATION

Email a letter of introduction, resumé, copies of transcripts and credentials, and list of references to aagos@crhss.org by August 16, 2019.

MISSION STATEMENT

Cristo Rey Sacramento, rooted in the traditions of the Sisters of Mercy and the Society of Jesus (Jesuits) transforms lives by providing a Catholic, college preparatory education and professional work experience to high school students with limited financial resources.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

Cristo Rey Sacramento is dedicated to both the letter and the spirit of the equal employment opportunity laws. Employment decisions will not be made on the basis of race, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (including pregnancy, childbirth, or related medical conditions), age or sexual orientation, military or veteran status or political affiliation. Employment decisions based on religious preferences and other religious needs may be made in accordance with applicable law. Cristo Rey also prohibits discrimination on the basis of these protected classifications.