

Admissions Associate

Our Mission: 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.

Position Title: Admissions Associate

Reports to: Director of Admissions

Position Type: Part-Time (20 hours per week)

Position Summary:

The Admissions Associate supports the Admissions Office by providing general school information and assisting with student recruitment, the application process, and registration. This role also involves supporting various admissions events and activities throughout the year, ensuring a welcoming and organized experience for prospective families.

Job Summary

- Provide a professional, helpful, welcoming atmosphere and a positive attitude for faculty and staff as well as prospective students, families, callers, and visitors of the Office of Admissions.
- Provide initial admissions information, assist with the application for admission into CRHSS respond to routine questions regarding the admission process and requirements
- Support and assist prospective students and families with the admissions process: providing guidance and individualized help to ensure the removal of any barriers towards completing an application for consideration.
- Maintain an accurate prospective student database, while maintaining strict confidentiality, privacy, and security of student records and other sensitive information.
- Participate in the preparation for, and facilitation of, admissions workshops, presentations, and events.
- Collaborate closely with the Director of Admissions in all areas related to recruitment and assisting with special projects as needed.
- Provide administrative support to the department as needed including, but not limited to, phone calls to parents and prospective students, organizing mailings, other department needs, etc.
- Provide superior customer service by maintaining timely communication in Spanish & English with prospective students and their families.

- Model appropriate and ethical behavior and professionalism for the student population.
- Availability to work occasional evenings and weekends as required for admissions events and deadlines.
- Other duties as assigned.
- Salary range of \$20-\$22 per hour based on education and experience

Minimum Requirements

- Understanding and support of the mission of the school.
- Comfortable speaking in front of both small and large groups.
- Languages: Fluency in English/Spanish is required. Speaking, reading and writing.
- Ability to serve economically disadvantaged, racially diverse students and their families with patience and humility.
- Friendly, outgoing, collaborative with a strong customer service focus, and acts with a sense of urgency.
- Highly collaborative, dynamic team player with the ability to foster a large number of professional relationships with a variety of stakeholders.
- Strong organizational, time management, and communication skills (verbal, listening, & written).
- Detail-oriented, able to multitask, and remain flexible to the changing needs of the school and our many constituencies.
- Ability to manage multiple, complex priorities with demanding time frames.
- A deep belief that all students deserve excellent, Catholic, college preparatory education.
- A bachelor's degree or two years of college and two (2) years of related work experience

How to Apply

Please send your resume to kbarbosa@crhss.org and include the position title in the email subject line.