

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.

Why Cristo Rey:

- **Meaningful and Necessary Impact:** Cristo Rey offers a Catholic, college-preparatory education to students from underserved communities. Our Cristo Rey faculty and staff have a transformational impact on the lives of our students, who in turn have a transformational impact in their own families and our communities.
- **Leadership and Community Involvement Opportunities:** It is important that Cristo Rey be a community that strives to offer multiple opportunities for adult leadership and community involvement, be it with students and colleagues, as well as community and network partners.
- **Integrated Work Study Program:** Cristo Rey provides a unique Work Study program, providing every student with 4 years of corporate work experience. The formation experienced through this program is held on par with academics.

We Want Applicants Who:



Support the Cristo Rey Mission: Desire to uphold the mission of Cristo Rey Sacramento through academic instruction that is informed by the Catholic faith, specifically the charisms of our religious sponsors (Sister of Mercy and Society of Jesus), as well as recognize Cristo Rey High School's Corporate Work Study program as a partner in student formation and learning.



Demonstrate Commitment to Academic Excellence: Recognize the importance of academic excellence as a means to serve students who have been historically under resourced educationally.



Strive for Professional Growth: Commit to lifelong learning through participation in regular all-school professional and faith learning, in addition to seeking opportunities for outside professional development through our three networks (Cristo Rey Network, Mercy Education, Jesuit Schools).



Desire Peer Collaboration: Seek to be a member of a community who upholds that value of teamwork, collaboration, and collegiality. Ideal applicants are excited to support and grow with colleagues, welcome mentorship and feedback, and recognize that there is something to learn from all community members.



Adopt a Growth Mindset: Applicants hold the belief that *all students can and will thrive*. They fully embrace challenges, persist through obstacles, learn from criticism, and seek out inspiration in others' success.

Job Summary:

The Director of Admissions plays a crucial role in recruiting, admitting and enrolling new and transfer students to Cristo Rey Sacramento and is responsible for meeting the annual enrollment goal set by the President and the Executive Leadership Team. As the first point of contact for many students, parents and community members, the position requires both a commitment to the mission of Cristo Rey – i.e., a particular passion for expanding our unique program to underserved students – and an ability to build community and develop and manage relationships with local schools, organizations, churches, and community leaders. The position manages the daily operations of the Admissions Department and the planning and development of all recruiting and admissions related matters. The Director articulates the mission, programs and opportunities of Cristo Rey Sacramento to students, parents/guardians, elementary/middle school educators, principals and counselors, and other gatekeepers and thought-leaders in the community. He/she must be able to adapt to changing responsibilities and maintain absolute confidentiality. Reports directly to the President and is a member of the Executive Leadership Team.

Primary Responsibilities:

Leadership:

- Designs and implements a comprehensive strategic plan for the admission of new students to the school
- Designs, establishes, and maintains an organizational structure to effectively accomplish the school's goals and objectives
- Evaluates continually, and redesigns where appropriate, all aspects of the admissions program with the goal of maintaining a capacity enrollment of qualified students and a wait-list of qualified applicants
- Builds neighborhood and regional relationships in support of the Admission Office, the mission of the school, and the students and families served
- Represents the school at meetings and conferences related to admissions and to the local community
- Model appropriate and ethical behavior and professionalism for the student population.

Community Engagement:

- Develops and disperses creative marketing materials, ads, mailings, web pages, and publications that promote the school to prospective students and families
- Establishes and maintains positive working relationships with Catholic elementary schools, local public and charter middle schools, churches, and other organizations that can be helpful in attracting qualified students
- Presents the school to families and students during visits to schools, churches, and organizations, or through media placements
- Coordinates the school's Ambassadors Program for students
- Initiates and oversees activities, such as Open Houses and Shadow Days, intended to interest families and neighborhood leaders in enrolling students to the school

Admissions Process:

- Develops, continuously evaluates, and revises the student application and relevant processes
- Holds the responsibility for maintaining databases, and assembling admissions-related materials for mailings to schools and prospective students, sending out mailings.
- Supervises the admissions associate to ensure workplace safety, labor law compliance, productivity, growth and development.
- Organizes and coordinates student interviews, including training faculty and staff who will assist with conducting interviews
- Facilitates meetings of the Admissions Committee
- Assist families through the financial aid process, including the completion of income verification
- Communicates with students and parents throughout the admissions process

Enrollment:

- Coordinates teambuilding and welcome activities for accepted students
- Organizes student registration meetings and coordinates communication with families prior to starting school

Benefits:

- Salary range \$50,000 - \$75,000; commensurate with experience and credentials
- 100% employer paid health, dental, vision, life insurance and LTD to all of our full-time employees. Health, dental and vision benefits at 50% employer paid for dependent coverage.
- 401K benefits to all full-time employees with an employer contribution of 2% of the employees annual salary, over a 4 year vesting period, after a 12 month waiting period.

Qualifications: We are seeking applicants for this position who support the mission of Cristo Rey Sacramento, demonstrating commitment to academic excellence, striving for professional growth, desiring peer collaboration, and adopting a growth mindset. In addition, applicants should possess:

- Bachelor's degree required
- Experience with school recruitment and enrollment preferred
- Bilingual (English-Spanish) required. Command of the Spanish language is expected; must be able to speak, read, and write
- Excellent interpersonal, verbal, and written communication skills
- Proven track record of building relationships with community-based stakeholders
- Demonstrated ability to analyze admissions data and incorporate that data into strategy
- Knowledge and understanding of the community served by Cristo Rey
- A highly collaborative, dynamic leader with the ability to manage a large number of professional relationships with a variety of stakeholders
- Ability to convey a positive public image, acting in the school's best interests
- Demonstrated ability to inspire, lead, and work collegially with faculty and staff
- Flexibility to the changing needs of the school and our many constituencies
- Demonstrated ability to provide a high level of service to all customers and stakeholders
- A deep belief that all students deserve an excellent, Catholic, college preparatory education
- A valid driver's license and reliable transportation is required
- Some nights and weekends are required.

Application Materials: Email the following application materials to Rev. Christopher Calderón, S.J., President (ccalderon@crhss.org):

- **Statement of Leadership Philosophy**
- **Current Resume**
- **List of 3 Recent References**

Applications will be accepted on a rolling basis until the position is filled. Candidates are encouraged to apply as soon as possible. **Only qualified candidates will receive a response.**

Non-Discrimination & 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.