

Director of Admissions

Cristo Rey St. Martin College
Student Recruitment and Enrollment
Waukegan, IL
Full Time

Overview

Cristo Rey St. Martin College Prep in Waukegan, IL, is a private, Catholic college preparatory high school that empowers young people with limited economic means to become men and women of faith, purpose, and service. We prepare students to succeed in college, careers, and life, offering an affordable, rigorous education supported by our unique Corporate Work Study Program. Cristo Rey St. Martin welcomes students of all faiths and backgrounds in an inclusive community grounded in mutual respect.

CRSM mission is to provide affordable Catholic secondary education with a college prep curriculum and Corporate Work Study Program to prepare graduates for college, work, and life success.

JOB DESCRIPTION:

The Director of Admissions plays the crucial role of recruiting, admitting, and enrolling new and transfer students to CRSM. This position is responsible for meeting the annual enrollment goal set by the President and the Senior Leadership Team. As the first point of contact for many students, parents, and community members, the position requires a deep commitment to Cristo Rey's mission, a passion for expanding our unique program to underserved students and their families, and the ability to build community and develop relationships with local schools, organizations, churches, and community leaders.

This role manages the daily operations of the Admissions Department and oversees all recruiting and admissions-related activities. The Director communicates Cristo Rey St. Martin's mission, programs, and opportunities to students, parents/guardians, elementary/middle school educators, principals and counselors, and other applicable

stakeholders in the community. The Director must have a strong customer service orientation and maintain confidentiality as they work with prospective families.

ESSENTIAL FUNCTIONS:

- **Understand, embrace, and implement the Cristo Rey mission.** Participate in the Christ-centered life of the school and model the school's philosophy in working with current and prospective students, parents, colleagues, and administration.
- **Establish and cultivate relationships** with Catholic, public, charter, and other private elementary and middle/junior high schools in Waukegan. Collaborate with community organizations, employers, groups, and nonprofits that serve youth and parents to recruit students who fit the Cristo Rey student profile.
- **Represent Cristo Rey St. Martin** to potential students and their families at high school fairs, classroom presentations, Mass and Congregation announcements, community fairs, and other community gatherings, often with representatives of the school community such as student/parent ambassadors.
- **Manage the Admissions Department**, including conducting meetings, supporting direct reports, overseeing the admissions events, and all admissions-related operations.
- **Set and manage the annual budget** of the Admissions Department.
- **Oversee year-long Admissions plan**, including developing, maintaining, and integrating ongoing, multi-level efforts with internal and external stakeholders while balancing ongoing recruitment efforts with time-sensitive enrollment tasks.
- **Provide superior customer service** by maintaining timely communication in Spanish and English with prospective students and their families.
- **Ensure the school's participation in the Scholarships Programs** by working with the President and the scholarship representative according to all applicable laws and procedures.
- **Attend and participate in Cristo Rey Network** professional development.
- **Perform other duties as assigned.**

REQUIRED QUALIFICATIONS AND SKILLS

- Bachelor's degree required
- Experience with school recruitment and enrollment preferred
- Bilingual (English-Spanish) required. 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 St. Martin
- 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 excellent, Catholic, college preparatory education
- Successful completion of background check and Archdiocese Protecting God's Children
- A valid driver's license and reliable transportation is required

To apply, please email viridianafajardo@cristoreystmartin.org with the attached documents below in PDF format:

- Resume
- Cover letter underscoring your interest in and readiness for the position

Cristo Rey St. Martin College Prep- Waukegan is an equal-opportunity employer. It does not discriminate based on age, race, color, sex, national and ethnic origin, or any other basis prohibited by law when hiring, promoting, establishing wages, or providing benefits.