

# **Cristo Rey High School JOB DESCRIPTION**

<b>POSITION:</b>	Enrollment and Recruitment Representative
<b>CLASSIFICATION:</b>	Non-Exempt
<b>SCHEDULE:</b>	32-40 hours per week
<b>SUPERVISOR:</b>	Enrollment Director

## **JOB SUMMARY**

Assist the Enrollment Director in recruitment of new students and special events planning. Greet parents and students and provide them with information on enrollment requirements. Assist parents in the completion of financial aid forms; maintain inventory of admissions materials; coordinate the Shadow Day program and perform clerical duties as needed.

## **ESSENTIAL FUNCTIONS**

- Plan and coordinate recruitment events for parishes
- Recruit and train parent volunteers to help with recruitment purposes
- Attend recruitment events some evenings, Saturdays and Sundays
- Assist parents with all aspects of completing Financial Aid forms
- Collaborate with Director of Finance to send financial aid award letters in May
- Provide Enrollment Director with PSAS progress reports
- Greet parents, students and visitors and respond to routine questions regarding Cristo Rey High School policies, procedures and operations
- Direct non-routine requests to appropriate personnel in a timely manner
- Answer the telephone in a courteous manner and respond to caller requests
- Provide clerical support such as typing memos, forms and labels according to established formats and guidelines and filing as necessary
- Proofread and edit documents and materials, making corrections and revisions as necessary to ensure accuracy, consistency, clarity of content and proper spelling, grammar and punctuation
- Accept direction and feedback from supervisor and follow through appropriately
- Display a high level of effort, enthusiasm and commitment to performing essential functions, particularly representing Cristo Rey High School; operate effectively within the organizational structure; demonstrate committed to the Cristo Rey High School mission and model; demonstrate trustworthiness and responsible behavior

## **PREFERRED QUALIFICATIONS**

- Professional demeanor, articulate, and energetic
- Excellent communication skills
- Experience in marketing, recruitment, public relations, or customer relations
- Experience making presentations to parents, students and the community
- Experience working in diverse ethnic communities
- Proficiency with Microsoft Office - including Word, Excel, Outlook and PowerPoint - and Google Docs
- Ability to analyze data bases
- Availability to work evenings and weekends when required
- Valid California driver license and proof of insurance
- Commitment to Catholic education
- Familiarity with faith formation classes and Catholic parishes
- Spanish speaking preferred
- Bachelor degree

Compensation based on experience. Health, vision, and dental benefits available.

## **APPLICATION PROCESS**

Email a cover letter, resume, copies of transcripts and credentials, and list of references to:

Ileana Oseguera  
Director of Enrollment  
ioseguera@crhss.org

**Application deadline:** Friday June 2, 2017

## **CRISTO REY HIGH SCHOOL 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.