



CRISTO REY

JESUIT HIGH SCHOOL
MILWAUKEE

POSITION:	Director of Admissions
CLASSIFICATION:	Exempt
SCHEDULE:	Full Time

Cristo Rey Jesuit High School in Milwaukee is a private, Catholic, Jesuit high school serving students of diverse backgrounds living in Milwaukee, WI whose educational options are financially limited. Cristo Rey Jesuit's mission is to provide an affordable Catholic secondary education with a college prep curriculum and Corporate Work Study Program to prepare graduates for success in college, work, and life.

SUPERVISOR: President

JOB SUMMARY: The Director of Admissions is responsible for

- (1) Recruiting qualified students to apply to the school
- (2) Devising and directing the Admissions Process from point of inquiry to enrollment
- (3) Supervising staff and volunteers.
- (4) Manages the Office of Admissions
- (5) Ad hoc projects assigned by the President.

ESSENTIAL FUNCTIONS

Leadership

- Designing and implementing a comprehensive strategic plan of admissions of new students to the school
- Designs, establishes, and maintains an organizational structure to effectively accomplish Cristo Rey Jesuit'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
- Represents the school at conferences related to admissions and to the local community

Recruitment:

- Develops and oversees admissions appropriate marketing materials, ads, mailings, web pages, and publications that promote the school to prospective students

- Establishes and maintains positive working relationships with Catholic elementary and middle schools, local public and charter middle schools, churches, and other organizations that can be helpful in attracting quality students
- Presents the school to parents and students during visits to middle schools, churches, and organizations, or through media placements
- Initiates and oversees activities, such as Open Houses and Shadow Days, intended to interest parents and potential supporters in enrolling students to the school

Admissions Process:

- Develops, continuously evaluates, and revises the student application and relevant processes
- Work with President and the Business Manager to ensure policies and procedures that would allow Cristo Rey Jesuit's participation in the Milwaukee Parental Choice Program
- Organizes and coordinates student interviews, including training any faculty and staff who will assist with conducting interviews
- Chairs meetings of the Admissions Committee
- Organizes and administers incoming family income verification process and the program for financial aid.
- Communicates with students and parents throughout the admissions process

Enrollment and Re-enrollment

- Coordinates teambuilding and welcome activities for accepted students
- Organizes student registration meetings
- Coordinates communication with families prior to starting school
- Manages the re-enrollment of current students for the succeeding year with constant monitoring of attrition and retention

QUALIFICATIONS:

- Bachelor's degree with experience directly related to the duties and responsibilities specified.
- Commitment to the Jesuit, Catholic mission and values of Cristo Rey
- Knowledge of recruitment principles, procedures, and resources
- Knowledge of the Milwaukee Parental Choice Program preferred
- Outstanding interpersonal and community relations skills and the ability to communicate, build relationships and work effectively within a diverse community
- Ability to create, compose, and edit admissions marketing materials
- Event planning experience
- Ability to work effectively with volunteers
- Ability to foster a collaborative work environment
- Bilingual in Spanish and English, preferred

To apply for this position:

If you are qualified and interested in this position, send:

- a letter stating personal intent,
- a comprehensive resume, to:

Andrew Stith, President

andrew.stith@marquette.edu