



Job Description: Alumni Advisor

About the Cristo Rey Network®

The Cristo Rey Network is the largest network of high schools in the country enrolling only low-income youth. Comprised of 35 Catholic, college preparatory schools serving more than 15,000 students across 22 states, the Cristo Rey Network delivers a distinctive approach to inner-city education to equip students with the knowledge, character, and skills to transform their lives. From freshman year, Cristo Rey schools establish a culture of high expectations by blending rigorous academics, four years of professional work experience through the Corporate Work Study Program, Catholic educational values, and support for students to and through college. The impact is clear: Cristo Rey graduates enroll and graduate from college at twice the rate of their low-income high school graduate peers.

Position Overview

The Alumni Advisor works to create a system of support that prepares all Cristo Rey Baton Rouge (CRBR) students to enroll in and graduate from college. The CRBR Class of 2020 will be the school's first graduating class. The Alumni Advisor reports directly to the Principal to help ensure alumni success in college and the work world. This is a 12-month position.

Primary Duties and Responsibilities:

Support CRBR alumni in college

- Track alumni college enrollment, retention and persistence using National Student Clearinghouse data, social media and other relevant platforms
- Identify and work with struggling students to assess their needs and recommend possible resources and solutions
- Support students during transfer and reenrollment processes
- Communicate with alumni via telephone, texting, videoconference, and social media platforms including Facebook, Twitter, SnapChat, Periscope and etc... to develop proactive relationships essential to supporting academic success
- Create and share resources for students that promote college success, career readiness and job placement, including managing a database of professionals to connect alumni with to discuss career paths and options
- Coordinate three events per year for CRBR graduates that promote community among alumni and keep them engaged with CRBR
- Conduct visits to colleges where CRBR students are enrolled
- Work closely with students enrolled in 2 year schools to ensure degree completion and oversee their transition into a 4 program
- Publicize internship and job opportunities to alumni in college

Develop collaborative partnerships with colleges that CRBR students attend

- Become familiar with the school environment, culture and support systems
- Assist students in preparation for and transitioning smoothly into the college
- Link students with college/university resources and services that intervene when students show signs of becoming disengaged from school
- Link students with college/university resources and services that intervene when students are at risk of failing a course

Collaborate with the College Counselor to:

- Develop authentic preparations and supports for students to successfully: complete the FAFSA, evaluate financial aid award letters, decide on a college, register and enroll in college
- Provide regular information, contact and support to the parents of the senior students
- Build positive, professional relationships with senior students
- Teach once weekly College Prep course to seniors to analyze financial aid award letters and make college decisions and provide students with lessons to prepare them for college such as: identifying campus resources, time management, selecting classes, understanding course catalogs, social transitions, financial literacy, being involved on campus, dealing with roommates, seeking academic support and etc.

Work with the Development Office, school administration and school alumni as they try to develop an alumni network for the school:

- Help establish a dynamic web presence
- Help provide opportunity for alumni to network with each other
- Contact alumni who can come into the school to speak with students about college/career or provide mentorship to students

Track and share data findings with all pertinent constituents including Development, Board Members and the Cristo Rey Network.

Build and manage relationships with college support organizations that our students are a part of that continue to work with students in college

Perform additional duties as assigned by Principal

Qualifications:

- Bachelor's degree required
- Excellent communication and interpersonal skills with the ability to effectively communicate and build relationships with a wide range of individuals and constituencies
- Experience in working with youth and young adults
- Experience in planning events
- Excellent writing skills
- Knowledge of social media platforms

- Organized with the ability to advance multiple projects simultaneously
- Ability to work independently, collaboratively, and as a member of a team
- Ability to collect and analyze data
- Experience in college counseling and knowledge of the college admission process a plus

If you are called to our mission and believe you have what it takes to be part of our team, please submit the following documents to Principal Claire Willis at cwillis@crstoreybr.org:

- Resume, which includes all relevant work experience and education
- A cover letter that describes your strengths and educational philosophy, why you wish to be part of our team, as well as ways in which your previous life experiences have prepared you for this role