



**Job Title: Admissions Coordinator**

Classification: Full Time, Salaried

Reports to: Director of Admissions

Cristo Rey Baton Rouge Franciscan High School is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work-study experience, students graduate prepared for college and life.

Cristo Rey Baton Rouge Franciscan High School is part of the Cristo Rey Network, one of 37 schools nationwide utilizing a unique Corporate Work Study Program (CSWP) and rigorous college and career-preparatory curriculum. Under the Corporate Work Study Program, each student is employed one day per week by a local business or community agency to provide tuition assistance and complement the school's on-site curricular program.

**Job Description**

The Admissions Coordinator assists the Director of Admissions in the day to day operations of the Admissions Office. Executes daily administrative tasks and community outreach projects for the Admissions Office. Supports Director of Admissions in building relationships with targeted community organizations, feeder schools and churches. Articulates the mission and programs of Cristo Rey Baton Rouge High School to students, parents/guardians, elementary/middle school educators, principals and counselors, and other gate keepers in the community. Must be able to adapt to changing responsibilities and maintain absolute confidentiality. The Admissions Coordinator is expected to use personal judgment in carrying out routine duties and responsibilities.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed as directed by the Director of Admissions and according to the established policies, procedures and guidelines outlined in Cristo Rey Baton Rouge Franciscan High School policy and procedures manual, once established. Candidates must demonstrate ability to communicate in Spanish, be a self-starter, have strong people skills and be able to handle multiple tasks at the same time.

**Primary Job Duties**

- Recruitment and Community Engagement
  - Work with Director of Admissions to develop relationships within the Baton Rouge community that will establish Cristo Rey Baton Rouge as a viable option for increasing numbers of low-moderate income families. This will include representing the school to schedule presentations, send thank you messages and maintain strong relationships with key stakeholders.
  - Assist and support the Director of Admissions in presenting school to potential students at high school fairs, expos, church services, community fairs, and other such gatherings.
  - Maintain positive relationships with parents of enrolled students and utilize relationships to ensure school satisfaction and student referrals.
  - Assist Director of Admissions in all other execution of the Admissions Action Plan engagement strategies.

- **Communications**
  - Assists Director of Admissions with responding to all inquiries about admission to Cristo Rey in a personal, professional and timely manner, through all communications channels.
  - Responsible for maintaining databases and assembling admissions-related materials for mailings to schools and prospective students.
  - Collaborate with Director of Admissions and Director of Mission Advancement to be active presence on Social Media by following, sharing, tagging and engaging appropriate feeder schools and community organizations.
- **Event Management**
  - Assist in organizing the school's open house(s) and other promotional events year round.
  - Initiates and creates events and activities intended to interest parents and stakeholders in enrolling students in the school.
  - Collaborating with Mission Advancement and Communications team on event scheduling, event promotion, and documenting all events for later promotion and advertising.
- **Admissions Processing**
  - Organize all documents in the applicant's file using the check-list, and ensure each file is complete and ready to be reviewed by the Admissions Committee.
  - Prepare and share all necessary application e-folders/paperwork for Admissions committee prior to a meeting. Schedule and manage regularly scheduled invites for decision-making meetings.
  - Identify missing prerequisites for each applicant and coordinate with family and/or school to ensure submission of all necessary requirements.
  - Process accepted students to enroll in school (deposit, registration paperwork, final report card) and forward files to Registrar.
  - Assist families through the financial aid process, including the completion of income verification and online application, particularly Student Tuition Organization scholarships and student vouchers.
  - Update and maintain updated copies of all admission forms.

### **Qualifications**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required:** Compliance with Cristo Rey Baton Rouge Franciscan High School human resource processes, including complete state and federal background check as well as completing training required by the Diocese of Baton Rouge to work within a Catholic school. Must be bilingual in Spanish and capable of communicating both in writing and verbally in Spanish.

**Education:** Minimum of a bachelor's degree in related field required. A graduate degree is strongly preferred.



**Experience:** 2 to 3 years experience with education or social service agency. Experience in a in a faith-based organization or school is preferred. Experience utilizing cloud-based database systems is preferred.

**Licensure/Certification:** Valid driver's license required; must be insurable with good driving record. Reliable transportation to recruiting sites is required.

Please submit your cover letter, resume and three references to Amy Rispone, Office Manager at [arispone@crstoreybr.org](mailto:arispone@crstoreybr.org).