

ICA Cristo Rey Academy

Assistant Director of Admissions & Enrollment

Job Posting

About ICA Cristo Rey Academy:

ICA Cristo Rey Academy is a Dominican Catholic college preparatory that empowers girls from underserved communities to become confident young women able to realize their full potential. By providing an excellent academic curriculum, a unique corporate work study experience and the support of our spiritual community, we prepare students for a life of faith, purpose, and service.

Position Summary:

The Assistant Director of Admissions serves as a liaison between families and ICA Cristo Rey Academy.

Responsibilities:

- Represent ICA Cristo Rey Academy to the school and broader community and with prospective families while communicating the mission.
- Engage and inform prospective parents and students about ICA Cristo Rey Academy and the benefits of a ICA Cristo Rey Academy education on an individual, small, and large group basis.
- Inspire the community to actively participate in admissions events including: individual and group tours, student 8th grade visits, student observations/testing/interviews, parent to parent connections, and individual family conversations.
- Develop, oversee, and inspire the Parent Ambassador program.
- Recruit in the community, with specific focus on the faith and non-profit communities of the Bay Area.
- Engage with our various partners ensuring we are recruiting and enrolling students from our target neighborhoods and communities.
- Coordinate and oversee the monthly pre-enrollment events for recruiting and retaining potential students
 - Recruiting staff to support the events and managing the communication and attendance of these events.
- Ensure all applicant files are complete by managing the data collection process.
- Participate in the retention efforts with administration.
- Work with the Director of Marketing and Communication to promote recruitment and enrollment on our various media channels and among our various communities.

- Demonstrate initiative and be self-directed
- Supervise and support the Recruiter/Admissions Assistant as needed
- Passion for all-girls education and a desire to serve our mission of empowerment and access.
- Other duties as assigned.

Minimum Requirements:

- The ideal candidate will be a data driven decision maker, an experienced admissions and financial aid professional, and a creative leader in admission, recruitment and retention.
- They should be a team player who has a warm collaborative nature, positive energy, sense of humor, possess superior organization and prioritization skills and is self-motivated in the completion of his/her work.
- She/he will have exceptional communication and interpersonal skills including outstanding writing and public speaking skills and the ability to interact comfortably with a variety of people.
- This person will have a genuine empathy for prospective families and an awareness of the needs and sensitivities of parents, students, faculty, staff and administrators and ultimately be able to manage expectations and deliver admissions decisions in a manner that is honest, caring, and diplomatic.
- Bachelor's degree
- Experience effectively working with a culturally diverse student population
- Bilingual in Spanish

ICA Cristo Rey encourages applicants of all backgrounds and provides equal employment opportunities to applicants of any race, ethnicity, religion, sex, or national origin. Candidates from diverse backgrounds are encouraged to apply.

Salary range: \$70,000-\$80,000

Reports to:

Director of Admissions & Enrollment

Apply:

To apply, submit the following to evaccaro@icacademy.org

- Resume
- Cover letter highlighting your interest in and readiness for this position

Applications will be reviewed on a rolling basis until the position is filled.