



**CRISTO REY**  
**PHILADELPHIA**  
**HIGH SCHOOL**

**Job Title:** Admissions Counselor

**Reports To:** Director of Admissions

**Job Summary:**

Cristo Rey Philadelphia High School is seeking an experienced and dynamic Admissions Counselor to assist our admissions team with the recruitment and enrollment processes. The successful candidate will be responsible for developing and implementing strategic initiatives to attract and enroll a diverse and talented student body. The Admissions Counselor will ensure the admissions process is efficient, student-centered, and aligned with CRPHS mission and values.

**Key Responsibilities**

1. *Outreach, Recruitment and Retention:*

- Build and maintain relationships with community organizations and educational partners
- Liaison between Cristo Rey Philadelphia High School and feeder schools
- Provide Interview presentations for students in 7<sup>th</sup> and 8<sup>th</sup> grades
- Facilitate recruitment presentations to prospective students and families in the Philadelphia and Camden areas
- Develop and implement recruitment strategies to attract a diverse pool of prospective students
- Coordinate and facilitate information sessions, open houses, neighborhood and high school fairs to recruit students
- Represent the institution at school visits/fairs, recruitment, and other admissions events
- Prepare documentation and information packets for prospective students
- Disseminate recruitment flyers to businesses, organizations, churches, and the like in the Philadelphia area
- Assists in creating programs and activities to retain students

2. *Admissions and Enrollment Process:*

- Oversee the application review process, ensuring timely and accurate processing of prospective applications
- Develop and implement policies and procedures to improve the admissions process
- Assist prospective students and families with application information, processes, procedures and timeline
- Contact parents to assure the application has correct information and family meets requirements
- Collect and process documentation for prospective student applications and ensure information is entered into Salesforce

- Provide verification to parents for documents received
- Schedule and implement Interviews for prospective students and families
- Inform families of acceptance, denials, or waitlist status
- Register students who have been accepted
- Coordinate with other departments, such as Financial Aid, to ensure a seamless enrollment process for students
- Counsel and direct students and families to the appropriate sources for guidance on scholarships, educational resources, or other enrollment information.
- Coordinate orientation for incoming freshman

3. *Data Analysis and Reporting:*

- Analyze admissions data to assess the effectiveness of recruitment strategies and make data-driven decisions
- Prepare regular reports for senior management on admissions metrics and trends
- Collect and disseminate registration documents to proper departments of the school
- Maintain accurate information within the Admissions department to report to other departments as necessary

4. *Marketing and Communication:*

- Collaborate with the marketing team to develop promotional materials and campaigns
- Ensure effective communication with prospective students and their families throughout the admissions process
- Maintain the admissions section of the institution's website and other digital platforms

5. *Leadership and Management:*

- Supervise and manage student workers schedules, duties, and other related admissions tasks
- Assist with coordinating trainings and tours for admissions events within the building throughout the year

6. *Compliance and Accreditation:*

- Ensure compliance with all relevant regulations and accreditation standards
- Keep abreast of changes in admissions policies and best practices

**Physical Requirements**

- ❖ Prolonged periods sitting at a desk and working on a computer
- ❖ Must be able to lift up to 20 pounds at times
- ❖ Ability to travel within the city of Philadelphia as needed

**Qualifications**

- ❖ Bachelor's degree in education, business, or a related field (Master's degree preferred)
- ❖ Minimum of 5 years of experience in K-12 admissions, enrollment, or relevant experience
- ❖ Minimum of 2 years in a supervisory role
- ❖ Strong leadership skills
- ❖ Extensive knowledge about the school, its faculty, and its student population
- ❖ Excellent organizational skills and attention to detail
- ❖ Excellent communication and interpersonal skills

- ❖ Experience with CRM systems (digital marketing preferred)
- ❖ Proficient in data analysis and using admissions software systems
- ❖ Ability to travel and work flexible hours, including evenings and weekends as needed
- ❖ Knowledge of financial aid processes and regulations
- ❖ Proficient in Microsoft Office Suite and Google Workplace
- ❖ Proficient in Salesforce, PowerSchool, and other similar Student Information System (SIS) software