

Admissions Assistant

About ICA Cristo Rey

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 Admissions Assistant 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.
- Ensure the Director of Admissions & Enrollment is scheduled throughout the Bay Area with middle schools and community groups to promote the ICA Cristo Rey Academy vision and mission
- Works with the Director of Admissions in organizing recruitment strategies and events
- Inspire the community to actively participate in admissions events including; individual and group tours, student 8th grade visits, student observations/testing/interview, parent to parent connections, and individual family conversations.
- Responsible for the data entry and collection of information from prospective families. Follow up with applicants and their families on ensuring all aspects of their application are complete and ready for their interview and the admissions committee review process
- Oversees the recruitment of students from various faith communities, presenting to parent groups, religious education classes and parishes
- Establish and maintain positive relationships with area educational constituencies including area schools, middle schools, consultants, admissions directors and organizations and create networking opportunities.
- Assist families with their applications. Communicates with parents of student applicants so that the process supports and honors the student and their family.

- Communicate with families and deliver admissions decisions in a manner that is honest, caring, and diplomatic.
- Assists with monthly tours at ICA for prospective families, program partners and attends other Admissions events
- Aids Director with enrollment of prospective students as well as the re-enrollment process for returning students.
- Assist with the development, update and maintenance of forms
- Maintains careful records of visits, interest, and follow-up
- Attends school fairs and informational evenings;
- Sit on the Admissions Committee as a student advocate
- Participate in the retention efforts with administration
- Other duties as assigned.

Minimum Requirements

- 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.
- Associate's degree or equivalent experience
- Experience effectively working with a culturally diverse student population
- Bilingual in Spanish

Reports to

Director of Admissions & Enrollment

COMPENSATION

\$20/hour and 20 hours/week

How to Apply

Please send a resume and cover letter describing your interest in and qualifications for the position to Eve Vaccaro (evaccaro@icacademy.org), and please include the position title in the email subject line.