



## **Job Posting: Director of Enrollment**

[Cristo Rey Jesuit Seattle High School](#) seeks a student-centered Director of Outreach and Enrollment to manage its Admissions and Enrollment process, as we welcome our second group of 9<sup>th</sup> graders and 10<sup>th</sup> grade transfers. We are looking for a mission-driven individual who can start the position soon. We encourage professionals from a range of backgrounds and experiences to apply for this position.

### **About Cristo Rey Jesuit Seattle High School:**

CRJS opened in 2024-25 as a 9-12 Catholic school educating young people of limited economic means and all religious faiths to become "people for others." Through a rigorous college-prep curriculum, integrated with professional experience and spiritual development, students graduate empowered to succeed as scholars and citizens. CRJS is a part of the [largest network of high schools](#) in the US exclusively serving low-income youth, as well as a proud member of the Jesuit Schools Network.

### **Position: Director of Enrollment**

**Salary:** \$80,000 - \$92,500 annually, depending on experience.

**Benefits:** Employees of CRJS enjoy a competitive employee benefits program, including medical, dental, and vision coverage, retirement plan contribution, and generous paid time off.

### **Position Summary**

The Director of Enrollment recruits and enrolls new students and is responsible for meeting the annual enrollment goal set by the Executive Team. As the first point of contact for students, parents and community members, the position requires a commitment to the Cristo Rey mission, a passion for expanding our program for underserved students, and the ability to manage relationships with students, families, colleagues, volunteers, school, church, and community leaders.

The Director articulates the mission, programs and opportunities of CRJS to students, parents/guardians, middle school educators, principals and counselors. The Director must be flexible, creative, hard-working, inspiring, and able to maintain confidentiality.

### **What You'll Do**

- Understand, embrace and communicate the school's mission and vision and model the school's philosophy in working with students, parents, colleagues and administration.
- Build external relationships to recruit students who fit the Cristo Rey student profile with Catholic, public, charter and other private elementary and middle high schools as well as with community organizations, employers, groups and nonprofits serving youth and parents.
- Effectively manage the Student Enrollment Coordinator, who assists the Director in all areas of Recruitment and Enrollment.
- Represent CRJS to potential students and their families at high school expos, church services, community fairs, and other gatherings.
- Report progress to President, Principal, and Board, conduct effective team meetings and one-on-ones, provide subject matter expertise and support to direct reports, set and manage annual budget.

- Manage Student Recruitment plans with internal and external stakeholders while balancing ongoing recruitment efforts with time-sensitive enrollment tasks.
- Manage Recruitment & Enrollment Coordinator and work with Director of Marketing to develop marketing strategies, including promotional materials and social media. Will also assist the Director of Communications in the design of advertisements, mailings, web pages, and other publications that will promote the school to prospective students and their families.
- Manage the interview process, coordinating with faculty, Corporate Work Study staff, school leadership and prospective students and their families to ensure a timely, smooth and effective admissions process.
- Plan and execute outreach programs such as Open Houses, Shadow Days, new student celebrations, and other promotional events.
- Maintain accurate and timely communication with prospective students and their families.
- Assist families through the financial aid process, including the completion of income verification.
- Share with the Recruitment & Enrollment Coordinator the responsibility for maintaining databases and assembling materials for mailings to schools and prospective students.
- Model appropriate and ethical behavior and professionalism for the student population.
- Maintain student transportation rosters and documentation for the Shuttle Hub system.
- Work closely with the Director of Finance to manage student enrollment contracts.
- Prepare and deliver data-driven reports for the President, Board of Directors and Cristo Rey Network.
- Attend and participate in Cristo Rey Network and Jesuits West professional development programs for Enrollment Directors.

### **Other Position Responsibilities**

- Some nights and weekends are required.
- Other duties as assigned.

### **Who You Are**

- Bachelor's Degree required.
- Knowledge and understanding of the communities served by CRJS. Ability to serve economically disadvantaged, racially diverse students and their families with patience and humility.
- Experience in recruitment, enrollment services, non-profit management, marketing, student services or related fields.
- Proven track record of building relationships with community stakeholders.
- Ability to analyze admissions data and the admissions funnel and to incorporate that data into strategy.
- Excellent verbal and written communicator and excellent interpersonal skills.
- Ability and flexibility to thrive in a fast-paced, entrepreneurial school environment.

- Highly collaborative, dynamic leader with the ability to manage professional relationships with a variety of stakeholders.
- High ethical standards with personal integrity and the ability to convey a positive public image, acting in the best interests of the school.
- Ability to maintain absolute confidentiality.
- Demonstrated ability to inspire, lead and work collegially with faculty and staff.
- Detail-oriented, with the ability to manage CRJS staff, students, and volunteers effectively.
- A deep belief that all students deserve excellent access to high-quality education and work experience.
- Valid driver's license and a good driving record. Reliable transportation to recruiting sites is required.

### **How to Apply:**

Qualified applicants with a passion for Cristo Rey's mission are encouraged to apply **by March 10, 2025**. If we receive a number of qualified applicants before March 10, we may begin the interview process earlier.

When your application is complete, please upload the following materials [here](#).

**Résumé**, including educational and work experience, and LinkedIn information.

**1-page Cover Letter** describing your interest in serving as Director of Enrollment.

**2-page response** to the following questions (not longer than 750 words total):

- What past experiences have prepared you to serve as Director of Enrollment at CRJS?
- What are your strengths and areas for growth as they relate to this position?
- What qualities do you seek in recruiting and admitting students?
- How will the Jesuit, Catholic identity of CRJS inform your work as Director?

**Names and contact information** of three professional references.

### **DEI Commitment**

CRJS shares the Cristo Rey Network's [Diversity, Equity, Inclusion, and Cultural Competency commitment statement](#).

Learn more about [what we value](#) in our employees.

### **Equal Opportunity Employer:**

Cristo Rey Jesuit Seattle High School encourages applicants from a wide array of fields, experiences, and backgrounds to apply for this position. CRJS is an Equal Opportunity Employer. All employment decisions, policies, and practices are made in accordance with applicable federal, state and local anti-discrimination laws. CRJS will not engage or tolerate unlawful discrimination on the basis of actual or perceived race, creed, color, alienage or national origin, ancestry, age, disability or handicap, sex, gender, marital status, citizenship, veteran status, sexual orientation, genetic information, religion when it is not a requirement for the position, or any other characteristic protected by applicable federal, state or local laws. Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications.