

Immaculate Conception Academy
A Cristo Rey School in the Dominican Tradition

Job Posting: Full-time Director of Admissions

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.

Job Description

ICA Cristo Rey Academy is a member of the nationwide Cristo Rey Network of schools whose mission is to educate the underserved and prepare them for college. The Director of Admissions understands the Dominican Cristo Rey mission and enthusiastically communicates it to all publics, particularly those interested in attending ICA Cristo Rey. The work of admissions is conducted in a spirit of collaboration with elementary, middle and secondary schools, program partners and parishes. It is essential that the Director of Admissions be fluent in speaking Spanish in order to serve the school demographic. The Director must be able to adapt to changing responsibilities and maintain absolute confidentiality. The Director reports to the President. (Job Posting: Full – time position)

Specific Duties

1. Is responsible for demonstrating effective leadership in creating a quality work environment through the fostering of a team.
2. Proactive in the development, maintenance, and updating of policies and procedures governing day-to-day operations of the department. Participates in hiring, career/professional development, and the performance review process.
3. Directs, facilitates, and evaluates short term and long term departmental planning; coordinates with the Strategic Plan of the school and works with administration to set enrollment goals.
4. Is responsible for attaining annual goals to achieve full enrollment as determined by the Strategic Plan and Board of Directors.
5. Develops and submits annual budgets for approval by the President and is responsible for maintaining budget expectations.
6. Collaborates with all members of the school's Leadership Team in planning and development of strategies for admission of students.
7. Collaborates with Mission Advancement in developing appropriate admissions and marketing materials, ads, mailings, web page and publications that promote the school to prospective students and their families.
8. Represents ICA Cristo Rey to various schools, organizations, parishes, students and families, as well as to local community as related to school admissions and enrollment.
9. Directs, oversees and implements the school admissions process including the recruiting program, articulation, open house, student/parent interviews and new parent orientation.
10. Moderates the Ambassador program & trains students, parents and alumni ambassadors.
11. Along with members of the Admission team, visits elementary and middle schools to interview teachers and/or administration regarding admissions; serves as liaison.
12. Coordinates all correspondence regarding acceptance or non-acceptance of applicants.
13. Prepares all application materials for the Admission Team.

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14. Maintains admissions files until the student begins school.
15. Arranges orientation of students and families.
16. Keeps all statistics regarding student applications or exiting.
17. Prepares the monthly funnel for the CR Network, attends Network in-services and participates in phone conferences.
18. Prepares all reports as requested by faculty, staff, Board of Directors, and the CR Network.
19. Conducts all exit interviews with students and parents/guardians.
20. Works with the Finance and Mission Advancement offices regarding financial aid, eligibility of families and scholarship information.
21. Supervises the recruiter and administrative assistant.
22. Performs other duties as deemed necessary by the President to further the mission of the school.

Required Qualifications & Skills

- Enthusiastically articulates commitment to the mission of ICA Cristo Rey as a sponsored school of the Dominican Sisters of Mission San Jose and as a member of the Cristo Rey Network of schools.
- Possesses a Bachelor's degree.
- A strong team orientation and a demonstrated self-starter with excellent interpersonal, leadership and supervisory skills.
- Ability to lead and supervise the Admissions Office and staff.
- Demonstrated ability to maintain absolute confidentiality.
- Knowledge of targeted recruitment efforts, procedures and resources.
- Ability to work in a fast paced environment with a high degree of attention to detail and accuracy.
- Excellent verbal and written communication skills.
- Ability to understand and speak Spanish fluently.
- Ability to work in an academic environment with students, parents, and staff of diverse ethnic, racial, economic and religious backgrounds.
- Ability to use good judgment to manage and impart information to a range of publics.
- Proficient in use of computer and other electronic and web-based equipment.
- Ability to organize, prioritize, schedule and complete job-related tasks efficiently.
- Willingness to work a flexible schedule, which includes evening and weekend hours as needed for school, recruitment and community events.

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Licensure/Certification

- A valid driver's license and access to a vehicle is required; must be insurable with a good driving record.

Type and Length of Experience

- 1 to 3 years of admissions, sales and/or non-profit experience.
- Experience in a school, community or faith-based organization preferred.

Application Process

Please submit resume and cover letter to:

Sister Diane Aruda, O.P., President: sdaruda@icacademy.org