



CRISTO REY DE LA SALLE EAST BAY HIGH SCHOOL

St. Elizabeth Campus, Oakland, CA

Position Available: Assistant Director, Recruitment & Community Engagement

Overview

[Cristo Rey De La Salle East Bay High School St. Elizabeth Campus](#) is seeking an Assistant Director of Recruitment & Community Engagement for its Lasallian Catholic, co-educational, secondary school that opened in the summer of 2018 on the campus formerly home to Saint Elizabeth High School. The school is sponsored by the De La Salle Christian Brothers, [District of San Francisco New Orleans](#).

Cristo Rey De La Salle East Bay High School (in the heart of Oakland's historic Fruitvale district on the St. Elizabeth Campus) partners with East Bay families of limited means to provide their students a unique opportunity to receive a holistic education and become students in service of others. Through a rigorous curriculum built around personalized learning, professional work experience, and the centuries old Lasallian tradition of providing transformational education to those most in need, Cristo Rey De La Salle students graduate prepared to thrive in college and compete in a rapidly developing world.

The school will use the Corporate Work Study Program (CWSP) modeled after the successful programs at 35 [Cristo Rey Network](#) schools. All students are required to complete a college preparatory curriculum and participate in the Work Study Program. Under the Corporate Work Study Program, each student is employed five days per month by a local business or community agency to provide tuition assistance and complement the school's on-site curricular program.

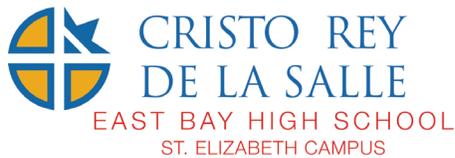
Our Mission

Cristo Rey De La Salle East Bay High School, St. Elizabeth Campus, is a diverse, Lasallian Catholic learning community that educates young people of limited economic means to become men and women of faith, purpose, and service. A rigorous and personalized college preparatory curriculum integrated with a corporate work study experience prepares students to succeed in college and in life.

Commencement: Assume responsibilities by Feb 1, 2019 or shortly after
Salary/Benefits: Competitive salary with benefits.
Job Description: Full position available at <http://cristoreydelasalle.org/employment>
Application: Interviews will begin the week of January 7

Please email resume, letter of intent demonstrating qualification for the position as per full job description and three references with complete contact information to:

HR@cristoreydelasalle.org



Assistant Director, Recruitment & Community Engagement

Role Description

The Assistant Director of Recruitment & Community Engagement must be an experienced professional with the ability to manage the recruitment and application process from initial contact with a prospective student or family to enrollment, including application processing and direct communication with families and applicants. The Assistant Director must have a strong ability to communicate the vision and mission of CRDLS to low-income students and families and attract a diverse, resilient, and ambitious student body. The Assistant Director demonstrates a strong skill set to manage a database of applicants and, in conjunction with the Director of Recruitment & Community Engagement, develop a plan to communicate with families at every stage of the application process. This position reports to the President and the Director of Recruitment and Community Engagement Cristo Rey De La Salle East Bay High School.

Overall Description

An ideal candidate for Assistant Director of Recruitment & Engagement will have 3 or more years of experience related to the duties and responsibilities of student recruitment, admissions, education database management, and/or sales. In addition, this candidate must have a BA in Education, Communications, Business, or related field (Master's degree preferred, not necessary). An ideal candidate will be a fluent Spanish speaker and will be culturally dexterous. The candidate must desire collaborative team management, be committed to understanding and embracing the cultural backgrounds of students and families, and possess both excellent written and oral communication skills. The ability to manage multiple details and tasks in a fast-paced environment are essential. We seek a person who believes in the transformative power of education and supports the Lasallian Catholic mission of the school.

The Assistant Director is responsible for:

- (1) With the Director, managing and maximizing the admissions database, including updating student records
- (2) Recruiting and communicating with families, and guiding students and families through the application process as a primary point of contact in the Office of Recruitment & Engagement
- (3) Coordinating and maintaining the admissions the applications funnel dashboard, appointment calendar, applicant interviews and testing dates, and all application documentation
- (4) Internal and external face of the Office of Recruitment & Engagement

ESSENTIAL FUNCTIONS

Admissions Process:

- Organize the collection, evaluation, and maintenance of information from prospective students such as application forms, financial aid forms, school records, standardized test scores, letters of recommendation, and all other forms of documentation

- Oversee administrative duties such as phone calls to parents, parent volunteers, letters to families, and collecting missing information
- Organize and coordinate, with Director, student interviews, including assisting with training faculty and staff to conduct interviews
- Create, with Director, statistical reports and visualizations of accepted and registered students

Enrollment and Re-enrollment:

- Assist Director with coordinating team building and welcome activities for accepted students
- Organize student and parent registration sessions
- Manage, with Director, the re-enrollment of current students for the succeeding year with constant monitoring of attrition and retention
- Compose and manage correspondence, organize office mailings including extensive mail merges

Requirements:

- Bachelor's Degree in Education, Business, Sales, Communication, or a related field
- Minimum three (3) years' experience (5 years preferred) related to the duties of education management, student recruitment, human resources, customer service, and admissions/enrollment
- Considerable experience with word processing, managing spreadsheets and interpreting data, and knowledge of database management programs (e.g. Salesforce, TADs, Excel)
- Ability to self-manage and work independently in a fast-paced changing environment
- Strong presentation skills, a good listener and capable in responding to prospective parents and students concerns with accuracy and compassion
- Superior telephone manner, oral and written communication skills
- Excellent organizational skills and attention to details
- Participation in weekend and evening activities related to the Office of Admission
- A desire to support students in the achievement of their goals
- Bilingual (English/Spanish) required

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