



HOLY FAMILY  
**CRISTO REY**  
CATHOLIC HIGH SCHOOL

**Student Recruitment Coordinator**

**Job Description**

TYPE: Full Time (8:00AM – 4:30PM)  
CLASSIFICATION: Exempt  
REPORTS TO: Director of Student Recruitment  
SALARY RANGE: \$37,000 - \$41,000 (negotiable with experience)

Holy Family Cristo Rey Catholic High School in Birmingham, Alabama combines academic rigor and a corporate work-study program to empower students from economically challenged families to graduate high school prepared to persist in college and flourish in life.

We are part of the growing national Cristo Rey Network of 38 Catholic high schools recognized for transforming Catholic education through a unique integration of rigorous academics, professional work experience, and spiritual formation.

**JOB SUMMARY:**

Under the supervision of the Director of Student Recruitment or his/her designee, the Student Recruitment Coordinator is responsible for

- Managing applicant communication.
- Tracking admissions and student data.
- Managing all application materials.
- Coordinating recruitment efforts.
- Supporting the Director of Student Recruitment.

**ESSENTIAL FUNCTIONS:**

Represent School Values:

- Model appropriate and ethical behavior and professionalism for the student population.
- Maintain positive relationships with parents of enrolled students and utilize relationships to ensure school satisfaction and student referrals.
- As an HFCR staff member, there is an expectation to exemplify characteristics and behaviors that align with Catholic and Christian identities to further help encourage our scholars to pursue faith and treat themselves and others with respect and love.

Communication:

- Respond to all inquiries about admission to Holy Family Cristo Rey in a personal, professional and timely manner.
- Support the Director of Student Recruitment by collaborating in maintaining databases and assembling admissions-related materials for mailings to schools and prospective students, sending out mailings.

- Collaborate with the Director of Student Recruitment to develop relationships within the Birmingham community that will establish Holy Family Cristo Rey as a viable option for increasing numbers of low-moderate income families. This will include representing the school to various educational, community, governmental and religious organizations.
- Coordinate and communicate financial aid policies to families. Compile and organize financial aid results and communicate family contribution amounts to families in collaboration with the Business Office.
- See that monthly and bi-monthly mailings created by the director are assembled and mailed to the proper constituents.
- Update social media and other communication materials (to be coordinated with Director of Communications & IT).
- Communicate final decisions to the appropriate individuals in a timely manner.

#### Information and Application Management:

- Keep complete records of all inquiries, applications, acceptances, and rejections that occur during the admission year via the Admissions database.
- Support the Director of Student Recruitment in organizing and interviewing prospective students and parents.
- 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, etc.
- Assist Director of Student Recruitment with preparation of individual admission files with academic and endorsement documents for each applicant to be reviewed by Admissions Committee and interviewers.
- Assist families through the financial aid process, including the completion of income verification.
- Communicate with students and parents throughout the admissions process.
- Update admissions forms and applications.
- Track student retention data.
- Prepare, organize, and implement administration of the annual freshmen placement test.

#### Recruitment:

- Maintain a positive working relationship with the Catholic, public, charter and other private elementary and middle/junior high schools in Birmingham and surrounding areas.
- Organize, arrange, and coordinate recruiting efforts proactively visiting elementary schools, churches, youth centers and other organizations serving potential candidates for admission.
- Coordinate and conduct tours of the schools and other activities for prospective students and their parents
- Meet with parents, prospective applicants and feeder-school representatives to promote Holy Family Cristo Rey.
- Coordinate and organize on- and off-campus admissions events.
- Support Director of Student Recruitment with the school's Ambassadors Program and parent group.
- Assist in organizing the school's open house(s) and other promotional events.

- In collaboration with Director of Student Recruitment, present school to potential students at high school fairs, expos, church services, community fairs, and other such gatherings.
- Maintain good relationships and create networking opportunities and support for representatives of groups and organizations that can be helpful in enrolling students (e.g. community groups, non-profits serving youth and parents, churches and parishes).
- Attend after-work and weekend activities as necessary to fulfill job responsibilities.

#### **QUALIFICATIONS:**

- Bachelor's degree with experience directly related to the duties and responsibilities specified.
- Commitment to the Mission and Values of Holy Family Cristo Rey.
- Ability to work with school technology (use of academic software, Google Workplace, Microsoft Office, social media, etc.).
- Effective internal & external communication skills.
- Detail oriented.

#### **PREFERRED QUALIFICATIONS:**

- Ability to provide verbal and written Spanish translations.
- Latinx or bilingual.

#### **BENEFITS:**

- Accrued Annual PTO: 2 weeks of vacation, 2 weeks of sick leave, and 8 hours of personal leave.
- Health insurance (portion paid by employee)
- 403(b) with company match up to 3%
- Wellness reimbursement up to \$100/year
- Counseling services available for staff
- 28 Paid holidays (included in that total is a 1 week Thanksgiving break, 2-week Christmas Break, and 1 week Spring Break)