



Christian Brothers High School

Job Description

Job Title:	Assistant Director of Admissions
Reports To:	Director of Admissions & Communications
Status:	Full-Time
FLSA Status:	Exempt
Salary:	\$75,000-\$90,000

The Mission of Christian Brothers

Christian Brothers High School is a Lasallian Catholic coeducational college preparatory high school. We are dedicated to inspiring and empowering young men and women with a challenging, relevant, and diverse academic program and co-curricular activities. Students thrive in a Christ-centered community that fosters faith, integrity, global citizenship, leadership, and service, preparing students for college and life.

Summary of Position

The Assistant Director of Admissions is responsible for the day-to-day operation of the Christian Brothers High School admissions process and serves as a primary point of contact for prospective students and families throughout the admissions journey. Reporting to the Director of Admissions & Communications, the Assistant Director manages applicant processes, recruitment activities, school visits, major admissions events, freshman placement, transfer admissions, the International Student Program, and the Lasallian Student Ambassador Program.

The Assistant Director works collaboratively with the Director of Admissions & Communications, who retains final authority over admissions and placement decisions, and with the Admissions Associate, who manages incoming general communications to the Admissions Office. Together, these roles ensure that every prospective family experiences a welcoming, organized, personal, and mission-centered admissions process reflective of the Catholic and Lasallian mission of Christian Brothers High School.

Essential Duties and Responsibilities

Admissions Operations & Applicant Management

- Operate the day-to-day admissions process, guiding prospective students and families from inquiry and application through admissions decisions and placement.
- Manage applications, applicant records, workflows, requirements, deadlines, and family follow-up through Finals site.
- Read applications and coordinate the application review process.
- Manage the incoming freshman placement process and prepare applicant and placement information for review by the Director of Admissions & Communications. Final admissions and placement decisions remain with the Director.
- Manage transfer inquiries, applications, family communication, and admissions steps.
- Following acceptance, guide families through the transition toward enrollment and connect them with the appropriate school personnel for enrollment contracts, tuition, financial aid, and other matters handled outside the Admissions Office.

Recruitment & School Outreach

- Represent Christian Brothers at feeder-school visits and other recruitment opportunities, sharing responsibility for more than 30 annual school visits with Admissions staff.
- Present Christian Brothers to prospective students, parents, school administrators, counselors, and other community audiences.
- Develop and maintain strong relationships with Catholic feeder schools, other partner schools, and families in the broader community.
- Maintain a current understanding of Christian Brothers academics, student services, athletics, arts, activities, tuition and financial considerations, and school outcomes in order to accurately represent the school and its Lasallian mission.

Admissions Events

- Serve as lead organizer for Open House, coordinating guided tours, academic and extracurricular representation, student clubs, faculty and coaches, and student performances.
- Coordinate with the Admissions Associate to plan and execute Shadow Days and the High School Placement Test.
- Lead or support other major admissions events, including Middle School Articulation Evening and Freshman Welcome Night.
- Coordinate event logistics, volunteers, schedules, presentations, family communication, and follow-up to provide a welcoming and organized experience.

Lasallian Student Ambassador Program

- Recruit, select, train, schedule, and manage the Christian Brothers Lasallian Student Ambassadors.
- Develop student ambassadors as leaders who authentically represent Christian Brothers and its Catholic and Lasallian mission.
- Coordinate ambassador participation at Open House, school visits, Shadow Days, the High School Placement Test, Freshman Welcome Night, and other admissions events.

International Student Program

- Manage the International Student Program and serve as the primary school contact with the school's international student services partner, currently Cambridge.
- Support international students and families through the admissions process and coordinate with appropriate school departments to support a successful transition to Christian Brothers.

Communications, Data & Department Collaboration

- Maintain accurate applicant and enrollment data in Finalsite and use admissions information to track family progress and report on admissions activity.
- Collaborate with the Admissions Associate, who manages incoming general communications to the Admissions Office, including the general admissions email account and voicemail; both positions report directly to the Director of Admissions & Communications.
- Collaborate with the Communications team on admissions advertising, presentations, speeches, family communications, institutional branding, storytelling, and promotional materials.
- Communicate clearly and professionally with prospective families, students, faculty, staff, feeder schools, and community partners.
- Perform other admissions-related duties as assigned by the Director of Admissions & Communications.

Qualifications

- Excellent interpersonal, listening, and customer-service skills, with the ability to create welcoming and positive experiences for students and families.
- Strong organizational, project-management, and event-management skills, with the ability to manage multiple priorities and deadlines.
- Confident public speaker able to present effectively to students, parents, school personnel, and large groups.
- Experience with CRM/database systems, applicant records, and data management; Finalsite experience preferred.
- Strong written communication skills, with basic experience in communications, marketing, branding, or content development preferred.
- High level of professionalism, discretion, attention to detail, and ability to maintain confidentiality.
- Ability to work collaboratively across departments and within a mission-driven school community.
- Ability to work evenings and weekends and travel locally as required by the admissions cycle.

Education and Experience

- Bachelor's degree required.
- Experience in admissions, enrollment management, education, customer service, communications, or a related field preferred.
- Familiarity with Catholic schools and Catholic feeder-school communities is highly desirable.

Employment / Accommodation Statements

Qualified individuals must be able to perform the essential duties of this position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. Christian Brothers High School will attempt to satisfy such requests as long as the accommodation would not result in an undue hardship.

This document neither constitutes an offer of employment nor acts as terms and conditions of employment.

Christian Brothers High School is an Equal Employment Opportunity Employer. Minorities/Women/Veterans/People with Disabilities.

For questions about this position, please contact Ceron Cherry at cbcareers@cbhs-sacramento.org.