



Christian Brothers High School

Job Description

Job Title: **Admissions Associate**
Reports to: Director of Admissions
Status: Full-time FLSA Status: Non-Exempt
Salary: DOE

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 Admissions Associate supports the Admissions program of Christian Brothers High School. Under the supervision of the director of Admissions. The admissions program serves to identify and attract rural, qualified new first-year/transfer students to maintain capacity enrollments, ensuring that Christian Brothers High School excels in our mission.

General Duties:

1. Support the Director of Admissions in all aspects of admissions and recruiting efforts for Christian Brothers High School, including the planning, organization, and the administration of Admissions programs.
2. Maintains database of all the information related to the Admission Department.
3. Act as liaison between Christian Brothers High School and its various public constituencies to enhance the school's image.
4. Facilitates shadow day host/visitor pairings.
5. Coordinate Lasallian Student Ambassador volunteer schedule and events.
6. Accurately and portray educational programs, expected outcomes, student services, and financial considerations to students, parents, and faculty/staff.
7. Coordinate and disseminate information regarding financial aid: admissions criteria, programs, and levels of study; counsel students and parents in all areas.
8. Establish positive and productive relationships with administrators and middle school instructors from feeder schools in the Sacramento region.
9. Maintain an accurate, up-to-date system for tracking and following up on all students from initial contact through the application process, including visits, phone calls, letters, and social media, among other things.
10. Develop and maintain a close working relationship with various departments and organizations on campus.
11. Coordinate special events and plan for specific groups to visit campuses.
12. Assist in the planning and developing of various materials, designed to attract quality students to Christian Brothers High School.
13. Work with external vendors to coordinate the online application process.
14. Facilitate group presentations when scheduled or needed. Provide organizational support to special constituency programs and coordinate campus visits.
15. Manage inquiries to achieve quick and effective contact with the public.

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“The Place to Be.”



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16. Participate in appropriate recruitment and enrollment activities, including open houses: regional presentations, training sessions, and orientation programs.
17. Support summer camp opportunities for pre-high school program.

Preferred Education and Experience

1. Bachelor's degree in communications, marketing, public relations, or related field.
2. Experience in high school or college admissions.
3. Experience in recruitment and admission procedures
4. Computer proficiency is essential to maintain the data related to admission procedures, accounting, inventory maintenance, etc. Should be well conversant with MS Office and all social media networking
5. Should be detail-oriented and should enter the data speedily and accurately
6. Outstanding oral and written communications.
7. Willingness to facilitate tour dates on the weekends as needed.
8. Multilingual may be preferred or required.
9. Desire to be proactive and create a positive experience for others.

Physical Requirements

1. Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis
2. Ability to grasp, push, and/or pull objects
3. Ability to reach overhead
4. Ability to lift up to 25 lbs.
5. Ability to operate a computer
6. Ability to process written, visual, and/or verbal information
7. Ability to operate basic office equipment and tools PC, Fax Machine, Telephone, Calculator, Copier, Printer.

Qualified individuals must perform the position's essential duties 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 requests as long as the accommodation would not result in an undue hardship.

Those interested should submit a resume and cover letter to hr@cbhs-sacramento.org. Along with your submission in the subject line, please list the title of the position you are interested in applying. This position is open until filled.

Please note: COVID-19 vaccinations will be required as a condition of employment for all CBHS faculty and staff.

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

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

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