



Staff Position

Job Title: Admissions Intern

Start Date: September 2026

ABOUT CRISTO REY NEW YORK HIGH SCHOOL

Cristo Rey New York High School (CRNYHS), a member of the national Cristo Rey Network, is a coeducational, independent Catholic high school in East Harlem. Our mission is to serve promising students who have been educationally underserved, who demonstrate a passionate desire to make more of themselves, and who are unable to afford any of the Catholic or other private high school options available in New York City.

- CRNYHS educates the whole child, guided by the spirit of care for the individual, *cura personalis*.
- CRNYHS prioritizes the continuous improvement and growth of our faculty and staff.
- CRNYHS engages all stakeholders in its mission, allowing faculty and staff to have strong partnerships with our students' families and the outside community.
- CRNYHS actively participates in the Cristo Rey Network, allowing its faculty and staff to take part in network initiatives, share resources, and collaborate with a national community of educators.

POSITION SUMMARY

Cristo Rey New York High School is seeking a motivated, detail-oriented, and mission-driven **Admissions Intern** to support student recruitment and enrollment efforts for the 2026–2027 school year. This internship is ideal for undergraduate students or recent graduates with interests in communications, marketing, alumni relations, or nonprofit work.

- Support planning and execution of recruitment events, open houses, and school visits.
- Assist in tracking and managing application documents and student data.
- Communicate with prospective students and families via phone, email, and in-person.
- Prepare admissions materials, mailings, and event logistics.
- Conduct school tours and represent CRNYHS at community events.
- Provide administrative and project-based support to the Admissions Director.

POSITION QUALIFICATIONS

- Passion for Cristo Rey's mission and commitment to educational equity.
- Excellent communication, organization, and interpersonal skills
- Interest in marketing, communications, or nonprofit leadership.
- Reliable, punctual, and able to work independently and collaboratively.
- Spanish fluency or proficiency is a plus.
- Cristo Rey New York graduate preferred.



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ADDITIONAL INFORMATION

- The Admissions Intern will work a **maximum of 20 hours per week** during the **Fall semester**, with a **stipend of \$800 for the entirety of the semester**.
- Occasional evening and weekend availability is required to support recruitment events.
- There is potential to **extend the internship into the Spring** based on performance and department needs.

HOW TO APPLY

- Please send a cover letter, resume, and list of 3 professional references by email to Ms. Tiffany Tejada ttejada@cristoreyny.org.
- Applications will be considered until the position is filled.