

Staff Position



Job Title: Admissions Officer
Start Date: June 2026
Reports to: Director of Admissions

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 with limited financial resources who demonstrate an enthusiastic desire to make more of themselves.

Students take rigorous, college-prep courses, and participate in the school's Corporate Work Study Program (CWSP), working one day a week throughout all four years — earning a meaningful portion of their tuition while building the professional skills and networks that open doors to college and career success. CRNYHS students achieve their aspirations for postsecondary success at rates significantly exceeding their peers.

POSITION SUMMARY

The Admissions Officer implements the steps needed to recruit, select, and enroll incoming students at CRNYHS. Under the supervision of the Director of Admissions, the Admissions Officer guides applicants through every step of the process, builds relationships with school and community leaders, maintains the applicant database, manages the day-to-day operations of the recruitment and enrollment cycle, and makes prospective students and their families feel welcomed.

The ideal candidate brings deep community roots and a data-informed approach to recruitment, combining genuine warmth with the organizational discipline to run a rigorous, equitable admissions process.

ESSENTIAL FUNCTIONS

Student Recruitment & Community Outreach

- Conduct proactive outreach to schools, churches, and community organizations serving prospective CRNYHS students.
- Represent CRNYHS at school fairs, Open Houses, community events, and feeder school visits — often with student and parent ambassadors.
- Meet with prospective students, parents, and school representatives to promote CRNYHS and walk them through the admissions process with clarity and enthusiasm.
- Schedule and lead school tours for visiting students and families.

Admissions Process & Operations

- Support the full admissions cycle: application collection, file preparation, coordination of interviews, and ongoing communication with applicants.
- Manage and maintain an accurate applicant database — applications, financial aid forms, school records, test scores, and recommendation letters, etc.
- Prepare student files for review.
- Assist families through the financial aid and income verification process with patience and care.
- Communicate with prospective students and families in English and Spanish via phone, email, and in person.

Collaboration & Administrative Support

- Partner with CRNYHS faculty, staff, and leadership to coordinate recruitment, registration, and orientation events for new students.
- Support the Director of Admissions with data tracking, reporting, and preparation of admissions materials and mailings.
- Participate in Cristo Rey Network professional development and peer learning opportunities.
- Some evenings and weekend availability required during peak recruitment season.

POSITION QUALIFICATIONS

- Bachelor's degree required.
- Two years of experience in admissions, student services, community outreach, education, or a closely related field.
- Bilingual in English and Spanish strongly preferred.

- Highly organized, detail oriented, able to manage multiple, complex priorities with demanding deadlines.
- Excellent communicator — written, verbal, and in front of a room.
- Knowledge of and connections within the communities CRNYHS serves.
- Committed to serving racially diverse students/families of limited financial means with respect.
- Proficient in Microsoft Office and Google Suite; experience with Power School or other student information systems.
- Valid driver's license and reliable transportation required. Background check required.

COMPENSATION

Salary Range: \$55,000-65,000

New hires are typically brought into the organization at a salary closer to the start of the range depending on education, qualifications, years of experience, internal equity, and the budgeted amount for the role.

CRNYHS offers a generous benefits package including medical coverage with a Health Reimbursement Account, dental and vision coverage, and a retirement plan with a matching contribution.

HOW TO APPLY

Please send a cover letter and a resume by email to Daniel Dougherty at employment@crstoreyny.org.

For more information about Cristo Rey New York High School, visit www.cristoreyny.org

This school ministry is endorsed by the American Province of the Society of the Holy Child Jesus, the District of Eastern North America of the Brothers of the Christian Schools, and the USA East Province of the Society of Jesus.

Cristo Rey New York High School does not discriminate based on race, color, national or ethnic origin, gender, sexual orientation, or religion.