



CRISTO REY
JESUIT

COLLEGE PREPARATORY SCHOOL OF HOUSTON

**CRISTO REY JESUIT COLLEGE PREPARATORY SCHOOL OF HOUSTON
ASSISTANT DIRECTOR OF ALUMNI OUTREACH AND SUPPORT**

REPORTS TO: Dean of College Counseling and College Readiness.

SUMMARY: This position is responsible for leading and implementing a comprehensive and collaborative alumni program which provides support for Cristo Rey Jesuit alumni and encourages their graduation from college and success beyond. Our goal is to have 75% of alumni graduate from four-year colleges in six years or less.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Assistant Director of Alumni Outreach and Support is responsible for (but not limited to):

- Fostering positive relationships with all seniors, and their parents, keeping them informed of events, activities, and programs.
- Fostering positive relationships with all alumni, keeping them informed of events, activities, and programs that will support their time in college.
- Conducting one-on-one meetings with seniors and alumni regarding financial aid, campus resources, college transitions, transfers, internships, and time management.
- Assist seniors with college matriculation and engage them during the summer after graduation to minimize summer melt.
- Actively track college persistence, especially for 1st and 2nd year college students.
- Teaching senior college readiness once a month, or as needed.
- Manage and coach alumni leaders to support other alumni both individually and through a formal program.
- Network with colleges to create formal and informal opportunities for alumni, including establishing key contacts on campus within various departments, partnerships, etc.
- Support the continuing efforts related to the Kinder proposal.
- Planning annual Checklist Day for seniors to complete tasks necessary for graduation.
- Data collection, management, and reporting for the Cristo Rey Network as well as Cristo Rey Jesuit's recording keeping/tracking.
- Visiting alumni at their colleges and universities.
- Assembling and sending care packages and mailings to alumni.
- Communicating and engaging with alumni (individual and global) via Email, Facebook, Instagram, Tiktok, Enewsletter, Text messaging, phone, etc.



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- Distributing information regarding career opportunities including job, internship, and volunteer postings.
- Planning alumni events such as reunions and a send-off to college celebration.
- Identifying and pursuing potential partnerships (scholarships, career placement, community college, etc.) that will benefit Cristo Rey Jesuit alumni.
- Identifying resource requirements for alumni and providing assistance with locating and utilizing resources as needed, particularly on college campuses.
- Working with CareerSpring as a source for job placement for our alumni.
- Tracking departmental budget for all alumni programs.
- Develop and distribute an alumni newsletter, tracking open rates, monitoring engagement.

REQUIRED

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree from four-year college or university.
- Experience working with high school students in an urban or Catholic school setting.
- Experience managing data and preparing regular reports

COMPUTER SKILLS:

- Proficient in Microsoft Office programs
- Google platform
- Social Media skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Texas driver's license.

PHYSICAL DEMANDS

The employee must occasionally lift and/or move up to 10 pounds.

PREFERRED QUALIFICATIONS:

- Fluent in Spanish
- Teaching Certificate

Interested candidates should submit cover letter and resume to: jobs@crstoreyjesuit.org