

POSITION: Temporary Admissions Representative
DEPARTMENT: Admissions
STATUS: Full-time (January 3 - March 31)
CLASSIFICATION: Exempt
REPORTS TO: Director of Admissions



Arrupe Jesuit High School is a Roman Catholic, co-educational, college preparatory school sponsored by the Jesuits of the USA Central and Southern Province. Arrupe Jesuit serves economically disadvantaged students from Denver's inner-city neighborhoods. By enhancing the human, intellectual, and spiritual capacities of our students through a rigorous, innovative, and affordable college preparatory education, we offer hope for a brighter future to some of Denver's neediest youth. Our goal is to empower graduates who will continue their education and return as leaders in their communities.

The Temporary Admissions Representative is responsible for supporting the recruitment and enrollment strategy developed by the Director of Admissions. This strategy promotes among eligible students and families the mission and programs, including the Corporate Work Study Program (CWSP), of Arrupe Jesuit High School. Annually, it is the responsibility of the Admissions Office to register 125 incoming ninth graders who meet the criteria for admission and transfer students for 9th and 10th grade.

Primary Responsibilities:

- To reply promptly to inquiries from prospective students and families.
- To assist with the preparation of appropriate promotional materials for distribution to students and families.
- To assist with the preparation and assembling of application materials to be distributed at admissions' events.
- To keep track of Arrupe students who volunteer for Admissions events (8th Grade Interviews and Registration Nights)
- To assist with the tracking of prospective students' applications, ensure that prospective students have a complete application prior to the interview process
- To assist with the planning and implementation of 8th Grade Interviews which will take place on Saturday, January 22 and Saturday, January 29, 2022
- To assist with the creation of Class of 2026 slides for the Admissions Committee
- To attend Admissions Committee Meetings to review each applicant with the President, Principal, Director of CWSP, Director of Admissions and Director of Academic Support
- To take notes during Admissions Committee meetings
- To assist with the creation of Acceptance letters
- To assist with the mailing and emailing of acceptance letters to accepted students

- To assist with the planning and implementation of Registration Nights for each accepted student including financial aid forms for all incoming freshmen
- To help with the recruitment of student and adult volunteers for Registration Nights
- To attend Professional Growth and Renewal meetings as requested by the Principal
- Attend the faculty retreat in January
- To perform other duties as assigned by the Director of Admissions and/or Principal

Minimum Qualifications:

- Bachelor's degree required
- Must be committed to the mission and values of Arrupe Jesuit High School
- Must have at least 3 years of experience working in a school environment
- Understanding of and commitment to upholding the Jesuit values and mission of Arrupe Jesuit High School
- Intermediate to advanced knowledge of Microsoft and Google Suites
- Excellent interpersonal, organizational, analytical, verbal and written communication skills
- High personal level of motivation, strong sense of initiative and self-direction
- Working knowledge of social media infrastructures
- Demonstrated leadership and professional experience

Preferred Qualifications:

- Bilingual in Spanish/English
- Public speaking skills

Compensation:

- Salary is commensurate with experience, with a target range of \$3,500 per month
- Full benefit package including health, dental, vision, long-term disability, 403b retirement plan, life insurance, sick leave, paid vacation, and holidays

Contact: Please send a resume and cover letter to jobs@arrupemail.org.