Cristo Rey Network
Associate Director of College Initiatives

About the Cristo Rey Network®

The Cristo Rey Network, which today includes 37 independent Catholic high schools in 24 states, has for over 20 years exclusively served young men and women from economically disadvantaged communities in transforming their life trajectories through education. Cristo Rey Network schools deliver an innovative approach that integrates four years of rigorous college preparatory academics with four years of professional work experience through the Corporate Work Study Program. This unique educational model has powerful formational impact on students—demystifying the world outside their neighborhoods, developing in both the classroom and the workplace critical cognitive and non-cognitive skills, introducing them to inspirational role models and supportive mentors, and strengthening the competence, confidence, and aspiration so important to college and career success. The impact is clear: Cristo Rey graduates enroll and graduate from college at twice the rate of their low-income high school graduate peers.

Position Summary

The Cristo Rey Network seeks an Associate Director of College Initiatives who will support all Cristo Rey schools with the knowledge, skills and tools to ensure that our students graduate from college. Cristo Rey Network schools are in the midst of an exciting period of growth, with over 13,000 students and 18,000 alumni from our 37 schools. National Student Clearinghouse data indicate that Cristo Rey graduates are today enrolling in college at rates consistent with the enrollment levels of high-income students and completing college at 2.5 times the rate of high school graduates from low-income families nationwide. The Associate Director of College Initiatives will support all Network programs to improve the quality of our students’ college match, increase our students’ access to college, and support our graduates’ persistence through college completion. This role requires an extraordinary commitment to serving low-income youth - many of whom are first-generation college students and/or students of color - and a keen understanding of the challenges Cristo Rey students and alumni face as they embark on their path to and through college.

Key Responsibilities

- **Ensure Success of our College Counselors and Alumni Advisors:**
  - **Professional Development:** Support professional development for college counselors and alumni advisors. Identify internal and external best practices and trends in college match, access and persistence. Disseminate to school teams through regular webinars and annual in-person conferences, as well as one-on-one school visits.
  - **Community:** Engage with a virtual community of College Counselors and Alumni Advisors through regular communications, resource sharing and knowledge management.
  - **Technology:** Support implementation of and continually work with schools to optimize use of existing college completion platforms including Naviance, alumni tracking software, and “CRAMN” (Cristo Rey Assessment Match and Need)
Resource creation: Support the development of a college counseling and alumni advising program curriculum and resource library. Disseminate to school teams and continually work with counselors and advisors to optimize use and ongoing revision of key resources.

- Support Cristo Rey Network University Partners Program: Build upon the successful partnership model that Cristo Rey pioneered in 2008 by communicating with new and existing partners, cataloging support programs, and organizing information about partners to share with College Counselors and Alumni Counselors.
- Come to Serve: Every member of the Network team exists to serve the staff and students at our 37 schools consistent with the mission of the Cristo Rey Network. The Associate Director of College Initiatives is responsible for displaying and promoting best-in-class service.

Qualifications and Skills

- Bachelor’s Degree required; 3 years of professional experience in a secondary educational setting
- Clear understanding of the elements involved in successful college match and the barriers to college success for low income, first generation students. An excellent candidate will have experience serving this student population in a college counseling capacity.
- Self-starter with the ability to produce results in a fast-paced, entrepreneurial environment
- Excellent oral and written communication skills
- Excellent critical thinking and problem-solving skills
- Demonstrated commitment to the mission of the Cristo Rey Network
- Ability to travel to member schools and Network meetings on a regular basis (average 1-2 trips per month)
- Proficiency in working with web-based data management systems, Microsoft Excel, and social networking tools

Job Location

This position is based at the Cristo Rey Network office in downtown Chicago, IL.

How to Apply

Please send your resume and cover letter to Roberta Hannigan at rhannigan@cristoreynetwork.org.

Equal Employment Opportunity

It is the established policy of the CRN national office to provide equal employment opportunities to all qualified persons and to administer all aspects and conditions of employment without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical or mental disability, medical condition, military or veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws.

DEIC Commitment

The Cristo Rey Network shares the national office’s Diversity, Equity, Inclusion, and Cultural Competency commitment statement for interested applicants.