



CRISTO REY DE LA SALLE

EAST BAY HIGH SCHOOL

Position Announcement Beginning Part-Time Alumni Advisor Immediate Start Date

Our Mission and Unique Approach

[CRISTO REY DE LA SALLE](#) is a diverse Lasallian Catholic college preparatory high school. As part of the Cristo Rey Network, the largest national network of Catholic schools, our mission is to serve first-generation students by providing a high-quality college preparatory education, supporting our students into **and through** college with an intentional focus on the social, emotional, and physical well being of our students.

[Located in](#) the beautiful Fruitvale neighborhood of Oakland, surrounded by a rich Black and Latino history, informed by a centuries-old [Lasallian Charism](#), CRDLS is looking to hire a cohort of teachers to prepare trail-blazing first-gen students as the school expands!

As an independent private school, students aren't placed at CRDLS; they choose us! We offer a near-zero tuition, college preparatory, student-centered instructional program. Faculty and staff are the backbone of the school and the development of relationships is foundational to the success of each student.

Through our personalized mentorship program, mastery- and project-based curriculum, and corporate work-study program experience, our mission is to prepare our students to lead lives of faith, purpose, and service who will succeed in college and beyond.

The Ideal Candidate

We are seeking dynamic growth-minded individuals committed not only to our mission but also to equity and inclusion who reflect and/or celebrate our rich cultural diversity. Our teachers support and embrace the [seven essential characteristics of an educator at CRDLS](#) and cultivate a culture of collaboration, critical thinking, creativity, and resilience.

Primary Responsibilities

Reports to Assistant Principal

Collaborates Directly with Students, Parents, Faculty, College Counselor(s), and College Representatives

The Alumni Advisor plays an essential role in ensuring all Cristo Rey students are on track to enroll in college and complete their degree. The position requires an extraordinary

commitment to serving diverse students of limited economic means - many of whom will be the first in their family to pursue a degree – through the implementation of a comprehensive, alumni advising program. The position requires experience with college admissions, matriculation, and financial aid processes, a strong sense of low-income students' and family needs in preparing for college, and the ability to manage key relationships with a variety of internal and external stakeholders. In addition, candidates should be prepared to work closely with Salesforce and integrate it into the workflow of their caseload management.

Primary Responsibilities

- Serve as principal advisor and thought leader on best practices in college matriculation, persistence, and completion
- Conduct college campus visits according to school budgets and strategic prioritization of alumni caseload
- Assist students through college matriculation, course sequencing, financial aid, and transfer processes as needed
- Plan and lead workshops for alumni and key stakeholders (parents, administrators, etc) on topics related to college matriculation and persistence processes
- Identify and work with struggling students to assess their needs and recommend individualized resources and solutions
- Ensure students take advantage of special opportunities made available to low-income college enrollees (e.g. emergency funding, travel grants, etc)
- Communicate with alumni via telephone, text, email, videoconference, and social media platforms, leveraging Salesforce to maximize efficiency of tracking information
- Create and share resources for students that promote college success, career readiness, and job placement
- Coordinate multiple events per year for alumni to build community and access programming
- In light of Cristo Rey Network alumni data that affirms our students are more likely to earn their degree upon initial enrollment in a four-year program, working closely with four-year college enrollees to ensure degree completion and with students enrolled in two-year colleges to support a successful transition into a four-year program.
- Develop collaborative partnerships with colleges alumni attend, creating capacity to link students to college/university resources that support their successful enrollment and retention
- Collaborate closely with the College Counseling team to support seniors in making their college selection, learn about the alumni program prior to graduation, and identify key trends in enrollment and completion data
- Develop college enrollment, persistence, and completion reports to track and communicate latest trends and progress to developed school goals
- Build and celebrate a school-wide college-going culture for 9th-12th grades (e.g. publicly posting college graduations, hosting alumni panels, connecting prospective applicants to alumni in college, and promoting Cristo Rey Alumni Association, etc)

Additional Responsibilities

- Represent your school at local, state and national college admissions conferences, fairs, and/or tours to help strengthen regional partnerships and college persistence expertise
- Participate in professional development opportunities offered by local college access organizations (i.e. Association of College Admissions Counselors) and Cristo Rey national office
- Connect with other alumni advising programs at Cristo Rey Network schools

Qualifications and Skills

- Master's degree required, in Counseling or related field (or currently enrolled in a program)
- At least 3 years of experience in college or high school advising with economically disadvantaged, racially diverse students and their families
- Strong understanding of the academic, financial, and social barriers to college access persistence for underrepresented, first-generation students
- Highly collaborative, autonomous, and dynamic leader with the ability to manage a large number of professional relationships with a variety of stakeholders
- Relentless focus on results, high level of accountability, self-starter, and willingness to do "whatever it takes," including flexibility around scheduling, travel, and ability to work some evening hours and or travel to assigned colleges
- Knowledge of social media platforms, event planning, and database management (SalesForce) a plus
- Demonstrated commitment to the mission of the Cristo Rey Network and model
- A belief that all students can succeed in college and careers

Compensation

Placement on the Salary Scale is based on education and experience. Salary ranges from \$61,000 - \$98,000 (prorated for the remainder of the school year)

Application Process

If you would like to be considered for a faculty position at Cristo Rey De La Salle, please submit a PDF document of your resume and cover letter with 3 professional references and 1 personal reference to hr@crstoreydelasalle.org.