



Diocese of Colorado Springs  
228 North Cascade Avenue  
Colorado Springs, Colorado 80903

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Telephone (719) 636-2345 FAX (719) 866-6453

**ANNOUNCEMENT OF POSITION VACANCY**

Location: Corpus Christi  
Date Posted: May 18th  
Closing Date: Until filled  
Salary Range: \$14-16/hour

**Job Title:** Admissions

**Date position will become available:** As soon as hired

**ESSENTIAL JOB FUNCTIONS:**

- Represent Corpus Christi and serve as the face of the school to the school and broader community and with prospective families while communicating the mission
- Lead and develop a communications plan with prospective families to move them from inquiry to enrollment
- Coordinate systematic and efficient handling of applications and communications with parents of student applicants so that the process supports and honors the student and their family
- Plans, schedules, and coordinates activities to engage grades school students in the school community, such as Shadow days, individual and group tours, curricular information sessions, student observations/testing/interviews, parent to parent connections, and individual family conversations
- Communicates with the school community and parents of incoming students
- Communicates and maintains institutional identity within the school faculty and staff through professional development
- Oversee and participate in the development of admissions materials, events and marketing practices, including press releases, photographs, and promotional information that will spread positive messages of the school, its students, programs, and community activities
- Maintains the database of all applicants

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Excellent communication skills, including ability to write and speak in a positive, consistent, and attractive way
- High level of organization and interpersonal skills
- Ability to collaborate effectively with administration, staff, teachers, parents and volunteers
- Ability to work independently, set schedules, prioritize tasks, supervise others and work in a team setting
- Creative and innovative
- Ability to maintain confidentiality
- Ability to stand and sit for extended periods of time

**MINIMUM QUALIFICATIONS**

- Practicing Roman Catholic
- Bilingual English and Spanish strongly preferred

**For more information on the position, please contact:**

**Person:** Bill Carroll

**School:** Corpus Christi

**Address:** 2410 N. Cascade Ave  
Colorado Springs, CO 80907

**Phone:** 719-632-5092

**To fill out an application please click here:**

[https://www.diocs.org/Portals/0/Documents/Offices/Human%20Resources/Revised%20Parish%20Application\(2\)%208-7-19.pdf?ver=9vBVeoMf6eFTrYcHU9zQDQ%3d%3d](https://www.diocs.org/Portals/0/Documents/Offices/Human%20Resources/Revised%20Parish%20Application(2)%208-7-19.pdf?ver=9vBVeoMf6eFTrYcHU9zQDQ%3d%3d)