



ST. IGNATIUS LOYOLA ACADEMY

EDUCATING BOYS • TRANSFORMING LIVES

GRADUATE SUPPORT ASSISTANT DIRECTOR

Would you like to be a part of a team that makes a difference in a young man's life?

Saint Ignatius Loyola Academy seeks a mission-focused, innovative Graduate Support Assistant Director to join its long-established Graduate Support Program with 25 years of success supporting students in high school and college.

School and Results

Saint Ignatius Loyola Academy is an independent, tuition-free, Jesuit middle school for boys from underserved communities. The children we serve lack access to high-quality schools and support programs that can change the trajectory of their lives. Through our innovative educational program, the Academy offers a path of hope and resolve to young men in Baltimore City. The educational experiences and opportunities the Academy provides are designed specifically to address the needs of urban boys by developing the intellectual, physical, and social qualities of each student leading to their success in high school, college, and adult lives. Our results speak to that future. Over the school's 25-year history, 98% of graduates have received a high school diploma. Eighty-eight percent of graduates go on to immediately enroll in college or other post-secondary education surpassing the Maryland and national rates. The Academy is a private institution with a very public purpose.

Founded in 1993 and located in Baltimore's Federal Hill neighborhood, Saint Ignatius Loyola Academy is an extended day and eleven-month school year program for 112 fifth through eighth-grade students representing 23 zip codes across Baltimore. Saint Ignatius Loyola Academy graduates attend exemplary public and private high schools, both day and boarding, in Baltimore and throughout the Mid-Atlantic and New England regions. Our Graduate Support Program provides counseling and advising support to over 200 graduates who are currently attending outstanding regional and national high schools and colleges. The Academy is an independent Catholic Jesuit school accredited by the Association of Independent Maryland and DC Schools (AIMS) and sponsored by the Maryland Province of Jesuits. Grounded in that educational tradition, the Academy's faculty and staff educate deserving young men to be intellectually competent, open to growth, loving, religious, and committed to doing justice. Learn about our excellent educational program and the exceptional results we achieve at www.saintignatius.org.

Graduate Support Assistant Director

The Graduate Support Assistant Director plays a critical role in assisting our graduates to gain admission to competitive, college preparatory high schools, maintain their enrollment in their high school through graduation, and gain admission to college or other post-secondary education. The Graduate Support Assistant Director must demonstrate exceptional independence, creativity, and passion for the students and mission of Saint Ignatius Loyola Academy. The Graduate Support Assistant Director works collaboratively

with the Graduate Support Director to implement graduate support programs and execute the areas of responsibility listed.

The Graduate Support Assistant Director will build strong relationships with Academy students and graduates as well as with college preparatory high school counselors and leaders in order to effectively counsel and support students through the high school application process, the transition to high school, and the college application process. The Graduate Support Assistant Director is expected to teach a class that meets one to three days per week, help with an after-school activity (coach, moderate a club, etc) during at least one of the athletic seasons, serve as a staff member during the June summer camp for one of the two weeks, and teach during the July month summer term. There are two weeks of paid vacation in addition to the holidays and winter and spring breaks as denoted on the faculty calendar.

Skills and Qualifications

Leadership, creativity, and passion for the students and mission of Saint Ignatius Loyola Academy. Ability to work collaboratively and effectively communicate with students, parents, and school representatives both orally and in writing. Additionally:

- Be a graduate of an independent, Catholic, or Jesuit high school (or at a minimum, have worked at an independent, Catholic, or Jesuit high school)
- Hold a Bachelor's degree
- Have previous teaching and/or counseling experience with high school aged students
- Have a minimum of five years of progressively responsible employment experience within an organization where you have created & delivered services, planned events, and managed a caseload or portfolio of clients
- Experienced in a team-oriented collaborative work environment
- Demonstrated passion for educational access and success for underrepresented and underserved groups
- Understand the independent high school and college admission process
- Be self-motivated, possess superior organizational skills, and a sense of humor
- Possess strategic thinking skills that are creative and solutions oriented
- Own a car to be used for travel to appointments in the mid-Atlantic region
- Travel outside of the Baltimore metropolitan area is required
- Strong communication skills with the ability to write and speak passionately and persuasively about the Academy, its students, and its mission
- Demonstrated proficiency in Microsoft Office and Google cloud-based applications
- Experience with a comprehensive database software application to manage and record client contacts
- Understanding the importance of social media and can effectively use and manage various social media platforms to communicate on a daily basis
- Ability to build and maintain meaningful relationships with various constituencies

The Graduate Support Assistant Director position is a 12 month, full-time, salaried, exempt employment position with a flexible schedule that is anchored around school days and the school calendar with occasional early morning and evening responsibilities. The Graduate Support Assistant Director reports to the Graduate Support Director and works closely with the Academy's leadership. The successful candidate will begin her/his duties on July 1, 2019. There is some flexibility with the start date.

Salary is competitive relative to the Baltimore area independent school market. The Academy offers a comprehensive benefits package including paid leave, vacation time, health benefits, life insurance, a technology device allowance, support with continuing education, and an employer matching 401K retirement plan.

Interested candidates should email a cover letter explaining why her/his professional experiences have prepared them for this opportunity along with a resume to careers@saintignatius.org.

Saint Ignatius Loyola Academy is an equal opportunity employer. The Academy actively seeks diversity in all categories of employment and at all employment levels. Individuals are treated without discrimination based on race, color, creed, sex, sexual orientation, age, religion, national origin, marital status, disability or any other impermissible factor in accordance with federal, state or local law.