



Assistant Director of College & Career Development

About:

Located in North Omaha, Jesuit Academy offers 75 young men in grades 4-8 a transformative educational opportunity that encourages them to claim ownership of their lives and develop themselves as responsible leaders. Our school is guided by Catholic principles and these basics of Jesuit education: Gospel values, Academic Excellence, Self-Discipline, Religious Diversity, and being Men-for-Others.

Jesuit Academy is one of 18 Jesuit Nativity Middle Schools in the United States. One of the guiding principles of these schools is to provide a faith-based education that breaks the cycle of poverty in underserved communities across America. The model includes an extended school day, an extended school year, and a tailored school/class enrollment size.

Founded in 1996, Jesuit offers its students a transformative education that integrates a rigorous academic curriculum with co-curricular programs in athletics, the arts, community service, cultural enrichment, social skills, and spirituality. Jesuit Academy is committed to walking with our students throughout their educational journey. Our graduates attend various secondary schools - more than two-thirds of each graduating class have earned full scholarships to college preparatory schools— and we boast a 99 percent overall high-school graduation rate. More than 91% of graduates have enrolled in college, enlisted in the military, or entered the workforce immediately following high school graduation.

Position Description:

The Assistant Director of College and Career Development works to ensure the academic, emotional, and social success of our graduates as they make their journey through high school, post-secondary, and into a meaningful career. This is a critical position at Jesuit Academy, and it will be integral to the steady growth and overall success of the Graduate Support Program. This position reports to the Vice President of College and Career Development.

High School to College:

- Manage an assigned caseload of Jesuit alumni and provides guidance and support through their transition from 8th grade to high school, and from high school to post-secondary completion.
- Monitor academic and social progress of all graduates through visits to high schools and colleges, collection of grade reports, and creation of programs designed to keep graduates in touch with Jesuit Academy.
- Provide ongoing student and family counseling, college tours, application and scholarship assistance, financial aid workshops, and recommendations.
- Coordinate academic assistance programming for alumni who need such assistance

- Maintain an up-to-date database of graduates and prepares reports on the progress of graduates in high school and college.
- Ensure that graduates and their families are connecting with appropriate support services and programs offered by their high schools and colleges.
- Provide support and advice to Jesuit graduates who are in crisis situations that negatively influence their high school or college performance.
- Assist graduates in preparing for the ACT and similar testing processes as necessary.
- Assist the Advancement Office in recruiting alumni to participate in various marketing, fund-raising, and special events throughout the year.
- Maintain online social networking sites to stay in touch with graduates.

Career Development

- Serve as a catalyst for alumni to facilitate connections and career conversations, mentorship, and potential job opportunities.
- Responsible for the identification of summer job opportunities and internships.
- Support, develop and train students to excel in the workplace.
- Recruit, coach, and retain business partners participating in the summer internship program by delivering timely and impeccable customer service.
- Serve as the primary contact for an assigned portfolio of business partners via phone and electronic communication.
- Solicit partner feedback related to a summer internship, job shadow, and experiential learning opportunities.
- Troubleshoot and resolve any issues with alumni and business partners in a timely manner by engaging and leveraging all resources available to the program.
- Maintain a complete and accurate historical profile and business partner list for the assigned portfolio.
- Additional projects as assigned (student training, orientation, business partner development, payroll).

Qualifications:

- Bachelor's degree in counseling, education, youth development, or related field.
- 3 to 5 years experience, preferably working with at-risk/urban youth.
- Strong organizational skills; ability to multi-task and collaborate.
- Exceptional human relations, verbal and written communication skills.
- Experience with programming development and/or high school education.
- Openness to embracing and promoting the Jesuit mission.

The College & Career Development Coordinator position is a 12-month, full-time, salaried, exempt employment position.

The Jesuit Academy offers a competitive salary, comprehensive benefits package including paid leave, vacation time, health benefits, life insurance, support with continuing education, and an employer matching 403(b) retirement plan.

To Apply:

Interested candidates should send a resume and cover letter to hr@jesuitacademy.org.