**Job Posting**

Director of Graduate Support

**Mission**

REACH is a *transformative* middle school program that seeks to empower young men from underserved communities as Catholic leaders committed to faith, scholarship, and service. The Director of Graduate Support will lead the programs efforts with its high school, college, and young profession alumni by: **supporting REACH graduates**as they transition to new stages of their academic journey; **building relationships** between REACH and institutions and organizations that work with graduates; and **engaging alumni**to strengthen the connections and bonds of the REACH community.

**Program Description**

REACH is a summer-and-Saturday program that takes place during a student’s 6th, 7th, and 8th grade years. During four consecutive summers, students participate in a three-week residential program at either Fordham University or the University of Scranton followed by three weeks of day programming at Regis High School. Classes and activities focus on academic, leadership, and spiritual development, with the aim of placing students at Jesuit high school in New York City. REACH recruits a class of 54 students each year from the New York metro area and has had over 500 graduates and over $25 million won in scholarships and financial aid since 2005.

**Position Description**

The Director of Graduate Support reports to the REACH Director and is a member of the REACH Administrative Team. This is a full-time, 12-month position.

Primary Responsibilities

* Maintains and leads the program’s Graduate Support Curriculum, including its High School Transitions and College 101 courses
* Advises REACH graduates in high school and college, with a particular emphasis on freshmen and seniors
* Works with the Director to support families through the high school application and financial aid processes
* Facilitates professional and collegiate alumni engagement through a yearlong schedule of activities and events, in conjunction with the Alumni Board
* Coordinates with outside organizations that work with REACH graduates in support of the REACH mission
* Assists the Director in preparing for and executing the REACH Summer Session; hires and manages collegiate and high school staff during the Summer Session
* Serves as a member of the REACH Administrative Team, supporting the team in executing events and key operations, most especially Admissions and Recruiting

Specifically, the Staff Member …

* supports the Jesuit/Catholic mission of the program;
* works in collaboration with other staff in observing the principles and ideals for which the REACH Program and Regis High School stands and should conduct himself/herself at all times in a manner which shall not bring reproach upon himself/herself;
* devotes energies to this position in conformity with the policies of Regis High School and is subject at all times to the general control and supervision of the President.

**Qualifications & Skills**

The qualified applicant ...

* Possesses a B.A/B.S. degree
* Experience working with middle or high school students
* Demonstrates passion for educational access and success working with students from underserved communities

Preferences:

* Master’s degree
* Experience or training in counseling
* Spanish-language ability

**Salary and Benefits**

This is an exempt position with a competitive salary and generous benefits package including health, dental, life insurance and a 403b plan. Salary is commensurate with experience and qualifications. No relocation costs will be provided. Successful completion of a background check is required.

**Start Date:** on or about September 15, 2021

**To Apply**

Interested applicants should submit a cover letter, resume, and a list of three references by email to Ms. Silvia Gerber, Secretary to the Search Committee, at **employment@regis.org**. Qualified applicants, when all their required documents are submitted, will be contacted regarding next steps.

Regis High School is an EOE (Equal Opportunity Employer)