



NATIVITY JESUIT
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Graduate Support Program Coordinator Job Description

Position Type: Full Time, 12 months

Start Date: July 2022

About Nativity Jesuit Academy:

Nativity Jesuit Academy is a K4-8 coed Catholic, Jesuit, urban school serving young men and women in Milwaukee, WI. We prepare our students, in partnership with their families, for Christian leadership and service in high school, college and life.

Through a holistic education program, Nativity Jesuit strives to form leaders who are religious, loving, seeking intellectual excellence, committed to justice and open to growth. Like Christ, who came “not to be served, but to serve” (Mark 10:45), Nativity Jesuit transforms students to become men and women for and with others.

Position Summary:

The Graduate Support Program Coordinator will work closely with and report directly to the Director of Graduate Support. The GSP Coordinator will be responsible for facilitating the successful transition of Nativity graduates from NJA to a college-prep high school. With the support of the Director of Graduate Support, the GSP Coordinator will ensure that Nativity graduates have the guidance and support necessary to achieve their academic and personal goals during their time in high school and beyond.

Essential Responsibilities:

- Serve as the primary support for 8th grade students and their families as they complete the high school application process
- Prepare current 8th grade students for high school success by facilitating a high school readiness curriculum during the 8th grade school year
- Providing financial aid counseling for families as they complete financial aid applications and the application for the Milwaukee Parental Choice Program
- In conjunction with the Director of Graduate Support, facilitate the one-to-one mentoring program for high school students including:
 - Assisting in recruitment of new mentors
 - Hosting and delivering curriculum for each class’s monthly meetings
 - Co-coordinating quarterly mentor program-wide social outings with the Director of Graduate Support
- Facilitate academic and social-emotional support programming for high school students including:



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- Hosting after school study halls for high priority students
- Tracking academic progress of caseload of students
- Visiting students at their high schools to discuss academic progress and observe them in the climate of the high school
- Providing individualized support to students through in-person meetings or text or phone check-ins
- Communicating with parents regarding the students' academic progress and challenges
- Encourage alumni to remain engaged in the Nativity community through volunteer opportunities and social events such as high school basketball open gyms
- Assisting in the coordination and supervision of alumni events such as basketball open gyms, alumni basketball tournament, and other alumni social events
- Communicate effectively with Nativity faculty and staff, parents, and students
- Perform other duties as assigned

Qualifications, Skills, and Characteristics

- Experience working with middle school and high school aged students and a desire to help them reach their academic potential
- Knowledge of Milwaukee-area college-prep high schools
- Strong initiative, resourcefulness, and organizational skills
- Strong written and verbal communication skills
- Willingness to learn and adapt to the changing needs of students
- Bilingual English/Spanish preferred
- High school diploma required
- Bachelor's degree preferred

How to Apply:

Send resume, cover letter, and three references to:

Kevin Foley
Director of Graduate Support
foleyk@nativityjesuit.org

Applicants that do not include a resume, cover letter, and three references will not be considered a complete application and will not be reviewed.