



# ST. IGNATIUS LOYOLA ACADEMY

EDUCATING BOYS • TRANSFORMING LIVES

## GRADUATE SUPPORT COORDINATOR

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

**St. Ignatius Loyola Academy seeks a mission-focused, innovative Assistant to join its long-established Graduate Support Program with 28 years of success supplying supporting school and college students.**

### **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 their life trajectory. 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 are explicitly designed to address urban boys' needs by developing each student's intellectual, physical, and social qualities, leading to their success in high school, college, and adult lives. Our results speak to that future. Over the school's 28-year history, 98% of graduates have received a high school diploma. Eighty-eight percent of graduates immediately enroll in college or other post-secondary education surpassing 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 115 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 USA East Jesuit Province. 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](http://www.saintignatius.org).

### **Graduate Support Coordinator**

The Graduate Support Coordinator plays a critical role in assisting our graduates in gaining admission to competitive, college preparatory high schools, maintaining their high school enrollment through graduation, and gaining entry to a college or other postsecondary opportunities. The Graduate Support Coordinator must demonstrate exceptional independence, creativity, and passion for Saint Ignatius

Loyola Academy's students and mission. The Coordinator works collaboratively with the Graduate Support Director to implement and support graduate support programs.

The Graduate Support Coordinator will build relationships with Academy students and graduates to effectively support students through the high school application process, the transition to high school, and the college application process. The Coordinator will teach or assist with a class that meets one to three days per week and help with an after-school activity (coach, moderate a club, etc.) during at least one athletic season. Additional responsibilities will include serving as a staff member during at least one week of the two-week June summer camp and working during the July summer term. There are two weeks of paid vacation in addition to the holidays and winter and spring vacation breaks, as denoted on the school calendar.

### **Skills and Qualifications**

Leadership, creativity, and passion for the students and mission of Saint Ignatius Loyola Academy.

The candidate must::

- Hold a Bachelor's degree
- Be able to work collaboratively and effectively communicate with students, parents, and school representatives both orally and in writing
- Have previous experience with middle-school and/or high school-aged students
- Have a minimum of three years of progressively responsible employment **experience within an organization where you have created and delivered services, planned events, and successfully managed various projects**
- Have experience in a team-oriented collaborative work environment
- Demonstrate a passion for educational access and success for underrepresented and underserved groups
- Be self-motivated, possess superior organizational skills, and a sense of humor
- Possess strategic thinking skills that are creative and solutions-oriented
- Should possess strong communication skills with the ability to write and speak passionately and persuasively about the Academy, its students, and its mission
- Demonstrate proficiency in Microsoft Office and Google cloud-based applications
- Have experience with a comprehensive database software application to manage and record client contacts (Raiser's Edge preferred)
- Understand the importance of social media and be willing to effectively use and manage various social media platforms to communicate regularly, e.g. Facebook and Instagram
- Be able to build and maintain meaningful relationships with various constituencies

An ideal candidate would also:

- 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)
- Have experience and understanding of the the independent high school and college admission process

The Graduate Support Coordinator position is a 12 month, full-time, salaried, exempt employment position with a flexible schedule. There are occasional early morning and evening responsibilities. The Graduate Support Assistant reports to the Graduate Support Director and works closely with the Academy's leadership. The successful candidate will begin duties as soon as possible.

The 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](mailto: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.*