



## **Assistant Office Support Job Description**

Please send cover letter and resume to Vanessa Solis. [solisv@njms.org](mailto:solisv@njms.org)

### **Organizational Overview:**

Nativity Jesuit Academy (“Nativity” or “School”) is a Catholic, Jesuit, urban school 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 strives to form leaders who are:

- religious
- loving
- seeking intellectual excellence
- committed to justice
- open to growth

Like Christ who came “not to be served but to serve” (Mark 10:45), Nativity transforms boys and girls to become men and women for others.

Founded in 1993, Nativity serves students in the Latino community that often come from low-income backgrounds. Beginning in 2014, Nativity expanded to serve students in elementary school. The school’s expansion will involve innovation in a blended learning environment to better target individual student needs. The School has a strong extended day program and extended year program. During the summer, students in 6th-8th grade attend a residential summer camp in Mercer, WI while students in 4th and 5th grade attend a day camp at Nativity in Milwaukee. Nativity prepares and supports its graduates in Catholic, college preparatory high schools through our Graduate Support Program. These elements of the Nativity program have helped to develop successful leaders who are prepared for college and understand the importance of giving back to the community.

Faculty and staff at Nativity are critical to the academic, spiritual, emotional and moral growth of our students. Nativity faculty and staff maintain high expectations of themselves, of their colleagues, and of Nativity students. It is expected that employees are organized and are prepared to treat all students, families, and colleagues with respect.

## **Qualities of an ideal Nativity Employee:**

- **Mission-driven and mission-aligned**
  - spiritually aligned with the school's Catholic identity
  - driven to work on behalf of urban youth and families
  - passionate about forming leaders who serve others
  - acts from a place of compassion and high expectation
  - conducts oneself professionally (in dressing, being punctual to all meetings, communicating in a timely manner to email/voicemails).
  
- **Growth-oriented**
  - committed to constant learning and development of students and self
  - believes all children can learn
  - self-aware of areas for personal growth
  - desirous of feedback that will help identify areas for growth and spur improvement
  - willing to push beyond their comfort zone to grow
  - comfortable with being coached
  
- **Persistent**
  - accomplishes tasks that require long hours, resourcefulness, and recovery from error and failure
  - possesses a realistic understanding of the work required in a growing school
  - remains optimistic
  - does not complain or gripe, but seeks solutions in the face of obstacles
  - puts the needs of students and families first
  
- **Collaborative**
  - believes in the power of a group to accomplish common goals
  - is open to working in an effective team and can contribute to the high-functioning nature of it
  - builds partnerships with Nativity families
  - works effectively with others to accomplish goals, to learn from others, and to support peers
  - demonstrates emotional intelligence: possesses awareness of self and impact on others, communicates effectively, and has a sense of humor.

**Skills, Knowledge, Abilities:**

- Be committed to the school's mission by modeling the characteristics of a Christian servant-leader.
- Be organized and prepared for all duties
- Participate in professional development sessions and spiritual formation reflections
- Partner with families to build a good working relationship with each family
- Communicate effectively with students, parents, colleagues, and administrators
- Ability to maintain confidentiality

**Office Job Duties:**

Administrative duties will include but are not limited to:

- Fielding telephone calls
- Receiving and directing visitors
- Word processing
- Filing
- Assisting the Office Manager with school special events and being present as necessary (Back to School Night, Awards Night, Graduation, Parent/Teacher Conferences, Open Houses, Recruitment events)
- Organizing and compiling handbooks (student/parent and summer camp)
- Ordering office/school supplies
- Updating the school calendar
- Updating school forms and rosters as needed.
- Coordinating attendance procedures with the Office Manager to account for absent and tardy students
- Assisting in recruitment/enrollment process (data entry, schedule home interviews, etc.)
- Spanish fluency strongly preferred. Assisting in translating documents from English to Spanish
- All faculty and staff are required to participate in various school events, including Back to School Night, Open House, Retreat, Parent-Teacher Conferences, Scholarship Dinner, Posada, Professional Development Days, and Graduation.

This part-time position requires the following hours:

Monday – Thursday: 12:00 p.m. to 6:00 p.m.

Friday: 12:00 p.m. to 5:00 p.m.