



Open Position: Assistant Office Manager

Position Type: Full-time (12 months)

Hours: Monday - Friday, 8 am to 5 pm

Start Date: June 2026

Equal Employment Opportunity:

Nativity Jesuit Academy is an equal opportunity employer.

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.

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 via 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 its high-functioning nature.
 - 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.

Job Description

Works in close collaboration with the Office Manager/Recruitment Coordinator to set up systems and structures in areas of school operations, finance, and parent communication to lead the office assistant.

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.
- Participates in professional development sessions and spiritual formation reflections.
- Partners with families to build strong working relationships.
- Communicate effectively with students, parents, colleagues, and administrators.
- Ability to maintain confidentiality.
- Spanish fluency is strongly preferred.

School-wide Responsibilities:

- Directs and leads projects with the assistant office support individual.
 - With the support of the Office Manager, ensures office coverage during regular business hours and school breaks.
 - Member of the Attendance Team
 - Keeps track of student attendance and creates letters as needed
 - Prints and tracks weekly reports for faculty
 - Supports the Office Manager in setting up meetings with parents and the School Leadership Team regarding disciplinary and attendance concerns.
 - Leading and delegating as necessary all school events and being present as necessary (Back to School Night, Awards Night, Graduation, Parent/Teacher Conferences, Choice Nights, Registration Nights, Open House)
 - Maintains, creates, and refines school/student forms and rosters
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- Registers incoming students (PowerSchool), processes enrollment materials,



completes data input, and completes procedures for students withdrawing from the school.

- Ensures all organizational calendars are up to date
- Supports the office manager with various events/programs, including but not limited to: student recruitment, summer school, new families orientation, family events, CEP meal program, choice program, Home Language Surveys, transportation program (MPS and West Allis/West Milwaukee), generates reports, and supports tracking of all student/school forms.
- Orders student meals weekly, working closely with the office manager to avoid overordering/wasting food.
- Supports the office manager in organizing and compiling handbooks (student/parent and summer camp)
- Supports the office manager and the Assistant Principal of Academics in scheduling field trips.
 - Works closely with School programs to get parent volunteers.
- Spanish fluency is strongly preferred.
 - Assisting in translating documents from English to Spanish
- Other duties as assigned by the Office Manager/Recruitment Coordinator
- Supports the office manager in organizing and attending the Camp Parent Program
- Assists the Office Manager with school special events and is present as necessary (Back to School Night, Awards Night, Choice Programs Registration, Graduation, Parent/Teacher Conferences, Open Houses, Recruitment Events, Camp Parent programs, Noche de Nativity, Golf Outing, etc.)
- Other duties as assigned by the Assistant Office Manager.

How to Apply:

Send resume, cover letter, and three references to:

Fatima Garcia
Office Manager
Nativity Jesuit Academy
1515 South 29 th Street
Milwaukee, WI 53215
garciaf@nativityjesuit.org

In the cover letter, address the following questions:

- What influenced you to work in schools?
- How would you divide your time between meeting the immediate needs of the students, families, and visitors, managing student data, and keeping up with the paperwork?
- How do you see this role interacting or with teachers, parents, administrators, and others?

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