



Updated March 2021

Open Position: Assistant Office Support

Position Type: Full Time, with the following hours, Monday - Friday, 8 am to 5 pm

Start Date: July 1, 2021

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 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:

- Spanish fluency is strongly preferred. Assisting in translating documents from English to Spanish.
- Serves as building receptionist; answers and responds to the telephone and in-person inquiries from students, staff, parents, and visitors.
- Greets and directs visitors.
- Assists the Assistant Office Manager with school special events and being present as necessary (Back to School Night, Awards Night, Choice Programs Registration, Graduation, Parent/Teacher Conferences, Open Houses, Recruitment events, etc.)
- Submits daily student attendance.
- Assists in the recruitment/enrollment process (data entry, schedule home interviews, etc.)
- Supports Assistant Office Manager in maintaining files for new, current, and transfer students.
- Support Assistant Office Manager creating/updating student forms.
- Updates school forms and rosters as needed.
- Assists the Assistant Office Manager with the meal program (applications and daily lunch counts).
- Administers first aid and medication to students.
- Schedules field trips and buses.
- Directs parent communication via School Messenger.
- Orders office/school supplies.
- Receives and distributes mail.

- Other duties as assigned by the Assistant Office Manager.
- 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.

How to Apply:

Send resume, cover letter, and three references to:

Cynthia Camarena

Office Manager

Nativity Jesuit Academy

1515 South 29th Street

Milwaukee, WI 53215

camarenac@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, visitors, managing student data, and keeping up with the paperwork?
- How do you see this role interacting or in relation to teachers, parents, administrators, and others?

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