



Open Position: Assistant Office Support

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

Start Date: July 1, 2022

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 its 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. Supports the Principal and Leadership Team in any school administrative-related duties. Leads student recruitment efforts working closely with

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 a good working relationship with each family.
- Communicate effectively with students, parents, colleagues, and administrators.
- Ability to maintain confidentiality.
- Spanish fluency is strongly preferred.

Job Description

Supports the Assistant Office Manager in any school administrative-related duties.

- Serves as building receptionist; answers and responds to the telephone and in-person inquiries from students, staff, parents, and visitors.
 - Ensures to forward important information to the appropriate stakeholders in a timely manner
- Greets and directs visitors.
 - Ensures all visitors are checked in upon arrival and checked out at the end of their visit.
- Supports the Assistant Office Manager in the recruitment/enrollment process (data entry, scheduling home interviews, etc.)
- Assists in translating documents from English to Spanish.
- Supports Assistant Office Manager in maintaining files for new, current, and transfer students.
- Support Assistant Office Manager creating, updating, filing, and tracking school and student forms.
- Updates daily student attendance daily
 - Ensures all early student dismissals are entered into the system
- Administers first aid and medication to students.
 - Ensures all medication records are entered into the system.
- Assists the Assistant Office Manager with the school's meal program
 - Prints daily lunch counts
- Supports scheduling field trips (buses, lunches, etc.).
- Directs parent communication via School Messenger.
- Orders office/school supplies.
- Receives and distributes mail.

- Assists the Assistant 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, etc.
- Other duties as assigned by the Assistant Office Manager.

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