



NATIVITY JESUIT ACADEMY

Created: May 15, 2023

Open Position: Director of Graduate Support

Position Type: Full Time, 12 months

Start Date: July 1, 2023

Equal Employment Opportunity:

Nativity Jesuit Academy is an equal opportunity employer.

About Nativity Jesuit Academy:

Nativity Jesuit Academy (NJA) 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.

About Nativity’s Graduate Support Program

The Graduate Support Program at Nativity Jesuit Academy is responsible for the overall management, placement, programming, and tracking of all high school-aged graduates of NJA. Working with partner organizations and volunteers, the Director of the Graduate Support Program manages the daily and strategic initiatives of this mission-critical program. This program includes two roles: the Director of Graduate Support and the Graduate Support Coordinator.

The position reports directly to the Principal. This position oversees the Graduate Support Coordinator role.

Position Responsibilities:

- Set the Tone and Oversee the High School Application Process
 - Provide consultation that empowers Nativity parents during the high school admissions process
 - Maintain key contacts with each high school to serve as an advocate for students and families
 - Liaison with high school admissions directors and financial aid offices to advocate for students based on both their individual and family needs.
 - As needed, make recommendations to Nativity’s President and Director of Finance regarding additional scholarships that may be needed to ensure a student’s enrollment at their best fit area Catholic high school.
 - Plan and facilitate a weekly academic block for 8th graders, utilized for work on the high school application process and building soft skills

- Facilitate Wraparound Supports for High School-Aged Alumni
 - Track and support graduates' development throughout high school, in the areas of academics, behavior, extracurricular involvement, and leadership
 - Maintain a graduate support database with pertinent information
 - Manage a "caseload" of high school-aged alumni during their four years in high school. This includes one-on-one, periodic visits for alumni at their high schools
 - Implement a tiered system of support based on tracked progress
 - Continue to promote the development of critical "soft skills" within high school-aged alumni that would promote their future success in post-secondary studies, career, and life
 - Help high school-aged graduates advocate for themselves in high school
 - Build relationships and pathways for high school-aged alumni to engage in pre-college programs
 - Promote participation in in-house programming, such as study hall and social events
 - Assist with a warm hand-off of alumni from the Graduate Support Program to the Nativity Jesuit Alumni Association (NJAA)

- Recruit and Coordinate Community Volunteers via the Mentoring Program
 - Actively market and recruit mentors for each graduating class
 - Build relationships with area businesses and community organizations as a method of recruiting mentors
 - In conjunction with the Graduate Support Coordinator, plan and facilitate monthly mentoring meetings as well as additional mentoring events
 - Coach mentors and mentees to best utilize the mentoring relationship

- Program Communication, Marketing, and Visioning
 - Track graduates' achievements in high school and beyond, including annual analysis of National Student Clearinghouse data
 - In conjunction with the advancement team, identify and draft relevant alumni highlights and stories which can be shared with the wider Nativity community
 - Report on students' progress to relevant stakeholders, including but not limited to the student's mentor, Nativity's president, principal, assistant principals, and advancement team
 - Help foster habits of philanthropy, gratitude, and service in Nativity alumni
 - Analyze metrics to determine and adjust success of programming
 - Address the evolving needs of Nativity graduates and consistently look to serve the needs of students in all decision making
 - Contribute to the strategic planning process of the Graduate Support Program

- Handle other responsibilities and tasks assigned by the manager

Position Qualifications/Characteristics:

- Bachelor's degree required
- Ideally, at least two years of experience working in a school setting
- The ability to speak Spanish would be an asset
- Ideally, previous experience in a supervisory role
- Ability to analyze data to inform decision-making
- Strong track record as a project manager and an implementer
- Strong writing/editing and verbal communication skills
- Demonstrated ability in drafting, editing, and proofreading documents with advanced proficiency in Word, Excel, and PowerPoint
- Deadline-driven and goal-oriented

- Self-starter and able to work independently
- Energetic, respectful, flexible, collaborative, and proactive with the ability to work with others within the department and the school
- Commitment to the mission, goals, and objectives of the school
- Optimistic and positive attitude

How to Apply:

Send resume, cover letter, and three references to:

Vanessa Solis, President
solisv@nativityjesuit.org