



SAINT IGNATIUS

Cleveland · Jesuit · 1886

Position Profile: Part-time Human Resources Administrative Assistant

About the Position:

Saint Ignatius High School, a highly successful Jesuit college preparatory school for boys in Cleveland, Ohio, is seeking a part-time administrative assistant to support the mission of the Human Resources Office at Saint Ignatius High school. The ideal candidate will be an experienced administrative assistant who possesses excellent organizational and customer service skills along with the ability to handle sensitive information confidentially. This is a 12-month position, working approximately 16-20 hours per week throughout the calendar year, and reports to the Director of Human Resources.

As a Catholic School in the Jesuit tradition, Saint Ignatius has been educating “Men for Others” for 130 years. The school is known locally, as well as nationally, as a leader in educational excellence. At graduation, students will be open to growth, intellectually competent, religious, loving, and committed to peace and justice.

Primary Areas of Responsibility:

- Maintain confidential employee records (electronic and hard copies)
- Update HR databases (benefits, training, background checks)
- Prepare and distribute paperwork for HR policies and procedures
- Process employee requests and provide relevant information
- Post job ads on career pages, process resumes, and manage candidate response
- Assist in preparation of reports and presentations for internal communications
- Provide administrative assistance to Director of Human Resources and the Payroll and Accounts Payable Associate

Qualifications:

- Associate Degree in Human Resources or Administrative Assistance or equivalent work experience preferred
- Demonstrated customer service skills and ability to manage sensitive information confidentially
- PC literacy and experience with MS Office applications
- Hands on experience with database or HR software applications preferred

The successful candidate will also demonstrate the following:

- Professional attitude, demeanor, and work ethic
- Attitude of service to others
- Ability to work both independently and in a team setting
- Familiarity with unique Jesuit identity and school mission
- Willingness to engage in personal educational and faith development

The position offers a unique opportunity to the candidate who is willing to contribute significantly to sustaining a school where:

- The Catholic Faith is highly valued.
- People are believed in, honored and cared for.
- The natural talents and creative abilities of persons are recognized and celebrated.
- Individual contributions and accomplishments are appreciated.
- Everyone is treated fairly and justly.
- Sacrifice on behalf of the economically poor, the socially deprived, and the educationally disadvantaged is commonplace.
- Each person finds the challenge, encouragement and support needed to reach his fullest individual potential for excellence.
- We help one another and work together with enthusiasm and generosity, attempting to model concretely in word and action the ideals we uphold for our students and ourselves.

About Saint Ignatius High School:

Saint Ignatius High School is a Jesuit college-preparatory school with a Catholic tradition rooted in the Spiritual Exercises of St. Ignatius of Loyola. The school enrolls more than 1,450 students from 40 cities in a seven-county region. These young men enrich one another through learning in the classroom, creating in the arts, competing on the athletic fields and serving those in need.

Academically, Saint Ignatius is a regional and state leader in National Merit finalists. To challenge students and prepare them for college, the Saint Ignatius curriculum offers 17 Advanced Placement (AP) and 21 honors subjects. In September 2009, the school was designated a Blue Ribbon school by the U.S. Department of Education.

A Saint Ignatius education prepares students to become competent, concerned and socially responsible members of their communities. With a motto of "Men for Others," there is a prime concern for the development of Christian values among all students. Part of the Saint Ignatius student experience includes the promotion of faith in the service of justice.

Located in close proximity to downtown Cleveland in the historic Ohio City neighborhood, Saint Ignatius occupies 18.5 acres with 18 buildings and three athletic fields. The faculty includes 109 members, 87 percent of whom have spent 10 years or more teaching at Saint Ignatius.

Applicants with Disabilities

As an equal opportunity employer, Saint Ignatius High School is committed to a diverse workforce. To ensure reasonable accommodation for individuals protected by Title I of the

Americans with Disabilities Act of 1990 (as amended), applicants that require accommodation in the job application process may contact Sandy Appeldorn at 216-651-0222 for assistance.

Submit electronically a letter of interest and resume to: SIHSPosting185@ignatius.edu

Deadline: Friday, October 26, 2018

Candidates are encouraged to visit the Saint Ignatius website: www.ignatius.edu