



SAINT IGNATIUS

Cleveland • Jesuit • 1886

Position Profile: Counseling Coordinator

Saint Ignatius High School, a Jesuit college preparatory school for boys in Cleveland, Ohio, is seeking an experienced, administrative assistant to serve as Counseling Coordinator in the School Counseling Department. The ideal candidate will possess a customer service attitude, a genuine desire to meet the needs of the Counseling Department, and the professional and technical administrative skills to provide support duties to the school counseling staff. This is a full-time, hourly, 10-month position, working through the school year. The Counseling Coordinator reports to and receives direction from the Counseling Department Chair.

As a Catholic School in the Jesuit tradition, Saint Ignatius has been educating “Men for Others” for 125 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

- Assist school counselors with customary and necessary support for day-to-day operation of the department.
- Assist with maintenance of confidential electronic and paper records.
- Assist in the planning, organization, and administration of all in-school semester exams
- Perform critical duties related to student course scheduling and registration throughout the school year.
- Execute numerous reports and queries for key stakeholders via the school’s integrated Power School database management system.
- Coordinate online calendars for meetings and events.

Qualifications:

Education, Training and/or Experience

- High school diploma or GED certificate
- Associates or Bachelors degree in related field, preferred
- 2-3 years of administrative or school office experience
- Demonstrated knowledge of Office technology, especially Excel and Google Docs

Knowledge, Skills, Abilities and Personal Characteristics

- Ability to work occasional evenings and weekends.
- Outgoing personality, professional attitude, demeanor and work ethic as well as confidentiality in daily work
- Excellent organizational and verbal communication skills
- Strong work ethic capable of balancing multiple priorities
- Ability to work effectively on a team and on own initiative when required
- Ability to be flexible, coordinate and prioritize multiple assignments
- Goal-oriented and results-driven
- Keen attention to detail
- Communicate effectively in oral and written form.
- Ability to maintain confidentiality.
- Commitment to Catholic faith, Jesuit Spirituality and service to others

Our Workplace:

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.

Praise, reverence, and service should mark the relationship that exists not only between teachers and students, but among all members of the school community. Ideally, Jesuit schools should be places where people are believed in, honored and cared for; where the natural talents and creative abilities of persons are recognized and celebrated; where individual contributions and accomplishments are appreciated; where everyone is treated fairly and justly; where sacrifice on behalf of the economically poor, the socially deprived, and the educationally disadvantaged is commonplace; where each of us finds the challenge, encouragement, and support we need to reach his or her individual potential for excellence; where we help one another and work together with enthusiasm

and generosity, attempting to model concretely in word in 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 1520 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 21 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. In order 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 the Human Resources office at 216-651-0222 ext. 461 for assistance.

Submit electronically a letter of interest and resume to: SIHSPosting64@ignatius.edu
Deadline: May 17, 2019

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