



**SAINT  
IGNATIUS**

*Cleveland • Jesuit • 1886*

## **Position Profile: Part-Time Administrative Assistant Spirituality Program for Adults (SPA)**

### **About the Position:**

Saint Ignatius High School, a Jesuit college preparatory school for boys in Cleveland, Ohio, is seeking a part-time Administrative Assistant for the Spirituality Program for Adults (SPA). A successful candidate will be a well-rounded, customer-service oriented, engaging person with an administrative skill set to respond efficiently to the needs of the SPA team and bring a welcoming presence to the department and the greater school community. The ideal candidate will be familiar with or open to growing in knowledge and experience with the Spiritual Exercises of Saint Ignatius of Loyola. This is a 10-month, part-time position requiring a 20-hour weekly commitment throughout the school year and reports to the SPA Director.

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. The ideal candidate will possess a welcoming personality and both professional and technical administrative skills to provide support duties to the campus ministry staff.

### **Primary Areas of Responsibility:**

- Assist SPA team 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 retreats and programs.
- Perform critical duties related to retreat scheduling and registration throughout the school year.
- Create and manage dissemination of retreat materials and information
- Coordinate online calendars for meetings and events.
- Maintain a welcoming, hospitable, helpful presence in the SPA Office.

**Qualifications:**

- Ability to work 20 hours weekly (five days per week, flexible work hours) throughout the school year with occasional evenings and weekend events.
- 2-3 years of administrative or office experience
- a demonstrated knowledge of Microsoft Office, especially Excel
- high school diploma or GED certificate or equivalent.

**The successful candidate will demonstrate the following competencies:**

- Professional attitude, demeanor, and work ethic
- Capable of handling confidential work.
- Keen attention to detail.
- Strong work ethic capable of balancing multiple priorities.
- Goal-oriented team player.
- 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, which opened its doors September 6, 1886, is a Jesuit college-preparatory school. The school enrolls more than 1,500 young men who hail from 96 cities in a nine-county region.

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 vibrant and energetic Ohio City neighborhood, the school occupies 23 acres and includes 19 buildings and three athletic fields. The school has 120 faculty members, 90 percent of whom hold advanced degrees. Fifty-seven percent 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 for assistance.

**Submit electronically a letter of interest and resume to:** [SIHSPosting195@ignatius.edu](mailto:SIHSPosting195@ignatius.edu)

**Deadline: Friday, September 18, 2020**

Candidates are encouraged to visit the Saint Ignatius website: [www.ignatius.edu](http://www.ignatius.edu)