



Position Profile: Administrative Assistant/Admissions Coordinator

About the Position:

The Welsh Academy is seeking an exceptional individual to join our Administrative Team as the Administrative Assistant/Admissions Coordinator. In the capacity of this forward-facing role, this individual will be the touchstone with whom all families, students, academy, and high school staff will interact. This individual must have a positive mindset, flexible, organized, difficult to unnerve, warm, firm, caring, joyful, and detailed oriented. This individual must enjoy working with people of all ages and backgrounds.

We aspire to hire a culturally responsive faculty member to join our diverse community of faculty and students. The faculty is committed to equity, the seven social justice themes of the Roman Catholic Church, and supporting young adolescent boys through their personal development in faith, leadership, academic excellence, and the desire for lifelong learning.

This is a part-time (1:00- 6:00 PM), 12-month position working through the calendar year and pays a competitive salary with excellent benefits in an outstanding work environment. There may be times when this individual will be required to work beyond designated hours.

The Administrative Assistant will primarily report to the Executive Assistant of the Welsh Academy.

Primary Areas of Responsibility:

- Embrace the mission and guiding principles of The Welsh Academy in addition to the works of and teachings of St. Ignatius of Loyola.
- Create in a bilingual manner, a welcoming, friendly, helpful environment and provides high quality service and assistance to all students, parents, teachers, staff and visitors.
- Support staff in programming that is family-centric.
- Support executive assistant in fulfillment of responsibilities, especially as it pertains to evening student transportation and preparation for special events.
- Distribute and maintain mail and files and maintain correspondence.
- Compile data for the purpose of preparing reports and responding to various inquiries for the purpose of complying with financial, legal, and administrative requirements.
- Be actively involved in the school mission and formation of students in the Ignatian tradition.

Admissions Areas of Responsibility:

- Maintain and update student records including biographic, schedule, test score, grade and transcript information.
- Coordinate all events related to the Recruiting, Admissions, Enrollment, and Welcome of new families to the Welsh Academy.
- Work with families to help support them in the transition to the academy.

- Maintain assigned projects for the purpose of completing activities, admitting and retaining students, managing building usage, and/or delivering services in a timely fashion.
- Support the Principal in scheduling Admissions related meetings and projects.
- Assist the Communications team as it pertains to Admissions.
- Handle phone, email and postal mail inquiries and appropriately respond.
- Draft and edit correspondence, articles, reports and presentations; transcribe meeting notes.

Qualifications:

- Bilingual (Spanish and English) with an ability to communicate effectively in oral, written, and electronic formats in both English and Spanish required.
- A Bachelor's degree or equivalent preferred.
- Two or more years of experience in student/customer service.
- Two or more years of clerical experience in an office setting, educational office experience preferred.

The successful candidate will also possess the following:

- Advanced knowledge of Microsoft Office, PowerPoint, Publisher, GoogleDocs, and database management (experience with *Blackbaud* a plus) are preferred qualifications.
- Excellent communication skills (oral and written) and knowledge of standard clerical procedures and office operations, including proper telephone and e-mail etiquette.
- Ability to demonstrate a high level of tact, discretion and diplomacy with all internal and external community members including high level maintenance of confidential/sensitive information.
- Work cooperatively and effectively with students, parents/guardians, staff and faculty, co-workers, and the general public.
- Continually adapt and learn new procedures and methods of efficiency, especially new software applications.
- Willingness to engage in personal education and faith development.
- Collaborative spirit, innovative approach, reflective in nature, positive and engaging energy.
- Ability to maintain self-control and complete tasks regardless of frequent interruptions.
- Understand that the school is in its founding years and that there will be an ongoing process of developing and putting into place best practices and policies concerning the education of our students and school environment.
- Be open to growth and flexible as programs, policies and curricular programming develop.
- Embrace the extended school day of the academy.

The Welsh Academy Mission: *Inspired by the Catholic faith in the Jesuit tradition, The Welsh Academy serves the unique needs of early adolescent boys of modest economic means in their journey of becoming men for others. Rooted in the Gospel of Jesus Christ, The Welsh Academy shares the mission and life of Saint Ignatius High School, forming boys to grow in faith, leadership, academic excellence, and the desire for lifelong learning.*

About The Welsh Academy: As a part of Saint Ignatius High School, and partnering with local families and local community, The Welsh Academy offers boys entering the sixth grade from the City of Cleveland and inner-ring suburbs an opportunity for a curriculum based in Jesuit ideals and Catholic theology. The academy will serve boys from the sixth-eighth grades. Boys and their families who choose a tuition-free education at

The Welsh Academy are part of the school community in which school days are intentionally planned to be longer. This is to allow more time for teacher/student relationship building, preparation for the academic rigors of high school, as well as the creation of an interdisciplinary, project-based learning environment. Boys who attend the academy must demonstrate academic promise and a personal commitment to their education. Enrollment in The Welsh Academy allows them to develop their talents in a diverse, safe, empowering, and academically-rigorous school community.

Our Workplace: 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 our fullest individual potential for excellence; where 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. Upon graduation from high school, students are open to growth, intellectually competent, religious, loving, and committed to peace and justice.

Located near 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 of the faculty 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 for the position of Administrative Assistant/Admissions Coordinator to: welshacademy10@ignatius.edu
Deadline: February 28, 2020**