



# Graduate Support

**Available Position:** Post-Secondary Success Coordinator

**Department:** Graduate Support

**Reports to:** Dir. of Graduate Support

**FLSA Classification:** TBD

**Full/Part-time:** Full-time

**Date Posted:** July 16, 2024

**Start Date:** Aug. 5, 2024

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**Mission Statement:**

*St. James is a faith-based educational community deeply rooted in transformative loving relationships.*

**Vision Statement:**

*A world without inequities.*

**Values Statement:**

*St. James...*

*Believes ... that every person is a child of God*

*Recognizes ... that every moment is an opportunity for learning*

*Understands ... the value of listening, discerning, and growing together*

*Strives ... to create disruptive change around educational, wealth, health, and other disparities*

*Honors ... the dignity of every human person*

*Partners with ... other advocates for social justice*

**About St. James School:**

*St. James is a faith-based educational community deeply rooted in transformative loving relationships.*

**The School** serves students and families who are most in need, providing a full scholarship to every student. Students benefit from small class sizes, an extended day, robust music programs, extensive social-emotional support, and 11-month school year (Sept. - July).

**The Graduate Support Program** is a lifelong commitment to every child. It prepares students for future success and supports them along the way – through high school, college, careers, and beyond.

**The Welcome Table** designs community actions and creates spaces for members of the school and broader community to access essential needs and experience a community of sharing.

**The Church of St. James the Less** seeks to be a place to encounter God, build community and grow personally with weekly mass and worship services.

### **Commitment to Anti-Racism Education**

*So if anyone is in Christ, there is a new creation: everything old has passed away; see, everything has become new! All this is from God, who reconciled us to himself through Christ, and has given us the ministry of reconciliation. (2 Corinthians 5:17-18)*

St. James School is committed to partnering with others to dismantle systemic racism and to build an antiracist multicultural diversity within our school community and beyond. Through teaching a more complete and unbiased history, St. James School will arm students, graduates and employees with the tools and knowledge to better engage in complex issues like systemic racism and privilege and to hopefully solve them rather than contribute to them.

### **St. James School Graduate Support**

The mission of the Graduate Support program is to provide St. James graduates with a network of academic, social, emotional, spiritual, financial, and college-oriented support throughout their high school and post-secondary educational journey. The goal of Graduate Support is to ensure that students continue their educational advancement, fulfill their potential, and achieve productive roles in society.

It is our goal that all St. James graduates will pursue some kind of post-secondary education or training, whether that be at a four-year college, community college, or vocational/technical school.

### **Job Description**

The Postsecondary Success Coordinator is a member of the Graduate Support team and reports directly to the Director of Graduate Support. They will work closely with the Director Graduate Support to manage a comprehensive program of support for all St. James School graduates and their families.

The Postsecondary Success Coordinator is responsible for shaping and guiding St. James School's post-secondary programming. They are charged with helping all St. James graduates with life after high school graduation as described below.

## Department Responsibilities

- Operates and maintains the Huskies Hangout in a positive, welcoming, motivating and professional atmosphere
- Supports graduates through emergencies and unexpected occurrences · Supervises weekly study halls
- Coordinates and communicates with Graduate Support tutors and mentors · Manages monthly & semesterly Graduate Support scholarship checks
- Assists graduates in finding summer work and enrichment opportunities · Assists with organizing department-wide events for graduates and families in order to build and maintain relationships with St. James School
- Maintains database of graduate information including contact information, high school placement, post-secondary placement, and work placement

## Specific Position Responsibilities

### Post-secondary Preparation

Meets with 9th, 10th, 11th & 12th grade alumni & parents as a group and on an individual basis regarding the post-secondary placement process, including but not limited to: post-secondary options (4-year colleges, 2-year colleges, community colleges, trade & certificate programs, etc.) This includes the application process, standardized testing, financial aid and scholarships, and the appeals process.
Plans and teaches post-secondary readiness workshops for St. James graduates during the summer after high school graduation and as needed.
Supports the graduates' high school college counseling process by advocating for the specific needs of our graduates and helping identify appropriate post-secondary placements.
Collaborates with the Director of Graduate Support to develop a personalized list of post secondary options for each 11th & 12th grade student to apply to based on grades, interests, goals for the future.
Organizes Family College Information Nights to familiarize families and graduates with the college application process, in conjunction with Heights Philadelphia or another post-secondary access organization.
Collaborates with the Director of Graduate Support on SAT and ACT prep for 11th and 12th grade students.
Offers writing support for students who need assistance in writing personal statements and application essays.
Maintains application tracker with all upcoming deadlines for applications, test dates, financial aid, scholarships, interviews, etc.

Arranges and accompanies high school students on college visits on days off from school.
Guides students and families through FAFSA, PHEAA and scholarship opportunities.
Cultivates relationships with local colleges and access organizations and serves as the point person for St. James School College Partners.
Communicates with college admissions departments about students and progress of applications.
Organize alumni events, reunions, and networking opportunities to foster a strong sense of community among graduates.
Maintains and revises databases of potential placement post-secondary institutions and gap year programs including AmeriCorps, City Year, Year Up, etc.

### Support of Post-secondary Graduates

Checks in with each college student at least twice during the first semester, and once each following semester or at a frequency that matches the current need.
Ensures commuting students have means of transportation
Develops and maintains a network of contacts at the Community College of Philadelphia
Provides reminders of key college calendar events: final exams (care packages), registering for classes, completing FAFSA, on-campus housing deposits, etc.
Ensures all graduates not enrolled as full-time students are engaged in or pursuing worthwhile employment or educational opportunities
Additional school-wide responsibilities and staff coverages as assigned

### Characteristics

Awareness of and participation in post-secondary placement/access programs
Excellent organizational, planning, implementation, and communication skills
Ability to manage the ambiguity and multiple priorities inherent in an entrepreneurial environment
Ability to set objectives and achieve goals
Excellent written, communication and presentation skills

Initiative; leadership and tenacity
Detail oriented team player willing to roll up sleeves and get the job done
Ability to work within a fast-paced, energetic, and dynamic environment
Ability to be strategic and innovative with a new position
Willingness to go above and beyond what is asked to complete a task or achieve a goal

## **Employee Benefits**

- St. James School offered competitive salaries that are based on experience and qualifications
- Medical/Prescription/Dental/Eye Care Insurance Coverage through a group health maintenance organization (HMO) health insurance plan (PAISBOA HBT); St. James covers 95% of premium, with employee covering remaining 5%
- Defined Contribution Plan through The Church Pension Fund; St. James contributes a minimum of 5% of annual salary and potentially as much as 9%, based on level of employee contribution
- Life Insurance through The Church Life Insurance Corporation valued at 2Xs employees annual salary; St. James covers 100% of premium
- Fertility & Family-Forming Support Benefit through Maven
- Mental Health Supports through PAISBOA HBT
- Available Professional Development and Continuing Education funds
- Available Interest-Free Hardship Loans (after one year of service)
- Available Tuition expense coverage, for qualifying courses of study (with dollar limits and after one year of service)
- Paid breaks and holidays include Labor Day, Thanksgiving (3.5 days), Christmas break and New Year's Day, President's Day (2 days), Spring Break (1 week), Memorial Day (2 days), June Break (1 week) and August Break (3 weeks)
- Health & Wellness paid time off
- Wellness Benefit covers expenses for gym membership (Kroc Center, Philadelphia or Planet Fitness)
- Spiritual and Religious resources (e.g. spiritual direction, theological study, school and community masses, community building)
- Free Lunch Benefit available daily as part of the School's school-wide community lunch program



# Graduate Support

## **Application Requirements:**

Qualified candidates should send a resume, cover letter and salary requirements for consideration to Sonya Kedarnath, Director of Graduate Support at [skedarnath@stjamesphila.org](mailto:skedarnath@stjamesphila.org). We regret that we cannot respond to every applicant. Only those of interest will be contacted.

## **Equal Opportunity Employer:**

St. James School is an equal opportunity employer and makes employment decisions on the basis of merit. St. James School seeks to have the best available person in every job. St. James School policy prohibits discrimination based on race, color, creed, sex, marital status, age, national origin, physical or mental disability, medical condition, ancestry, religion, sexual orientation, or any other consideration made unlawful by federal, state, or local law, ordinance, or regulation. This policy applies to all terms and conditions of employment, including hiring, training, promotion, discipline, compensation, benefits, and termination of employment. All unlawful discrimination is expressly prohibited.