



ST. IGNATIUS COLLEGE PREPARATORY

Counseling Department

Coordinator/Administrative Assistant

STATUS: Non-exempt, full time staff member

REPORTS TO: Director of Counseling

MISSION STATEMENT:

St. Ignatius College Preparatory is a Catholic, Jesuit school serving the San Francisco Bay Area since 1855. Through a rigorous and integrated program of academic, spiritual, and co-curricular activities, St. Ignatius challenges its students to lead lives of faith, integrity, and compassion. Students are enriched by a diverse and loving Christian community and are called to become life-long learners who develop their individual talents for the greater glory of God. With a commitment to intellectual excellence, leadership, service, and justice, we strive to be men and women for and with others, responding courageously to the opportunities and challenges of our time.

PRIMARY ROLE:

We are seeking to hire a coordinator with outstanding organizational, planning, writing and communications skills with the ability to manage multiple tasks to support all three areas of the Counseling Department (College, Personal & Academic, and Wellness). The successful candidate will enjoy working with adolescents in an educational setting and collaborating with a dynamic team to provide a range of counseling resources and events.

- Record minutes for weekly department and team meetings
- Create welcoming and stable environment for students
- Process all transcripts requests (current & alumni) and regular college transcript submissions
- Manage filing of medical records, test scores, 8th grades transcripts and cumulative files
- Coordinate/support all counseling events including venue reservations, promotional/marketing materials, parent newsletters, announcements, security arrangements and signage
- Collaborate with Activities Coordinator on bookings, set up, tech needs, and food for all counseling events
- Manage department website and internal/external calendars

- Input and update student data into counseling databases
- Ensure counseling caseload lists are updated regularly
- Schedule and advertise college visits, interviews and fairs
- Manage department expenses, purchases and reimbursements
- Coordinate/support PSAT/SAT testing days and standardized test fee waiver
- Facilitate all AP tests
- Support the counseling department with additional administrative tasks as needed (printing, mailings, and room reservations) and general office management (open and closing department, general upkeep)

A SUCCESSFUL CANDIDATE SHALL HAVE:

- 3-5 years administrative support experience, preferably in an educational setting.
- Possession of a Bachelor's Degree in Counseling, Education or related field.
- Bilingual skills preferred.
- Strong interpersonal, written and oral communication skills.
- Strong organizational skills and preferred knowledge of PowerSchool and Scoir.
- Ability to develop positive relationships with and build rapport with co-workers and key stakeholders on and off campus.
- Cultural competency, appreciation, embracing and valuing of diversity.
- Capacity to function as an independent, self-motivated, and self-reliant self-starter who initiates appropriate actions and strategies and can work successfully without constant direction and close supervision.
- Experience working with student databases and standard office software.
- Understand and support the Mission, Vision and Culture of the school.

HOW TO APPLY:

Interested applicants should submit a cover letter, resume and salary requirements (a must) to [Application Link](#)

SI OFFERS A COMPREHENSIVE AND RICH EMPLOYEE BENEFITS PROGRAM WHICH INCLUDES:

- Company paid Medical Insurance Contributions for single, two-party and family plans at a rate of 75%
- Fully paid insurance for Dental, Vision, Life, AD&D coverage for single, two-party and family plans
- Flexible Spending Plans for insurance plans plus for child care coverage
- Tuition remission program
- Student Loan Reimbursement (up to \$2,000 annually)
- Annual Retirement Savings Contributions
- Professional Development Resources

SI FOSTERS A DIVERSE AND INCLUSIVE COMMUNITY:

St. Ignatius College Preparatory strives to be a just, inclusive, and Catholic, Ignatian community where all students, faculty, staff, parents and alumni feel seen, heard, valued, and loved and experience full acceptance. We are committed to hiring, supporting, and retaining a diverse faculty and staff. We see our determination to offer diversity, equity, inclusion, and belonging not as a destination to be reached, but a continuous, life-long journey together.