



# ST. IGNATIUS COLLEGE PREPARATORY

## Assistant Athletic Director

**STATUS:** Exempt, full time staff member

**REPORTS TO:** Athletic Director

### **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 an assistant athletic director who enjoys and understands high school athletics. This job will entail working with our student-athletes, coaches, parents and our athletic department team.

This job will focus on promoting our athletic department. The job will require the ability to write, and communicate well with others, especially using many different social media outlets. The primary role will have you working during the day at school with high school student-athletes and other athletic administrators. Most of our games and meeting with coaches will be in the afternoons and evenings.

### **A SUCCESSFUL CANDIDATE:**

- Will be a college graduate
- Will be present during the school day, along with attending games during the evenings and weekends.
- Participated in high school and/or college athletics (ex. athlete, coach, sports information director, and/or intramurals)
- Brings notable experience working with and administering to adolescents.
- Will be willing and able to assist the Athletic Director with various jobs and tasks that happen throughout the school year.
- Will have experience with digital media and/or graphic design and works well with various social media platforms.

- 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). We are committed to an equitable hiring process; therefore, in order to be considered, please remove your name, address, email address, telephone number and photographs from your cover letter and resume. Please only include your initials on your cover letter and resume prior to submission here: [Application Link for Assistant Athletic Director](#)

In the cover letter, please include the following:

- Briefly describe why you want to be part of the SI athletic staff.
- How would you use social media to promote SI Athletics- both highlighting current athletes and encouraging 8<sup>th</sup> graders to look into or apply to SI.
- What sports programs at SI would you want to supervise and why.
- Include examples of how diversity, equity, inclusion and belonging have been a part of your work and how these experiences will enhance the SI community.

Pre-employment background screening is required for all positions. *St. Ignatius College Preparatory is required by law to conduct FBI and DOJ background checks.*

### **SI OFFERS A COMPREHENSIVE AND RICH EMPLOYEE BENEFITS PROGRAM FOR REGULAR, FULL TIME, EMPLOYEES 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.