

PREP MARIANAPOLIS

The mission of Marianapolis Preparatory School is to educate students in the Catholic tradition of academic excellence with a commitment to an active faith in God and a dedication to building character with content, compassion, and integrity.

Residential Life Coordinator:

The Residential Life Coordinator works in conjunction with the Deans' Office in support of the residential life community.

Support of the Residential Life Program:

- Manage daily routines of the residential life program and promote residential student experience as it relates to Marianapolis' mission and vision
- Collaborate with the Dean of Students, School Nurse, School Counselor, and others in support of individual student needs
- Foster positive culture across Residential Life and within residential houses/halls through activities, programming and curriculum
- Communicate regularly with boarding families in support of the student experience and the Residential Program throughout the year

Manage and support residential/school events:

- Opening of School, including travel logistics, transportation, and orientation
- Departure from campus, including weekends and vacations
- On campus programming during Thanksgiving and March vacations
- Off-campus stays at Christmas
- Close of academic year
- Host family opportunities
- Student activities during the week/weekend in support of community culture

Management of Personnel:

- Collaborate with House Heads in determining duty placement and schedules
- Oversee and plan weekly and weekend activities and duty schedules

Additional Duties:

- Teach one or more classes
- Serve as an Administrator on Duty within the Residential Life Program
- Serve as an advisor for a group of students
- Attend meetings directly associated with this position

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Leadership in Residential Life requires:

- Respect for student voice
- Passion for residential life as an integral part of our Catholic educational community
- Commitment to the ongoing work of Diversity, Equity, and Inclusion across the Marianapolis community
- Genuine appreciation for adolescents and their unique stage of personal development
- Familiarity with Social Emotional Learning
- Experience with residential life (boarding school and/or college/university)
- Excellent oral and written communication skills and use of technology
- An ability to multitask, problem solve, and take initiative
- A sense of humor
- Commitment to working collaboratively with colleagues across topic areas and tasks

Candidates are encouraged to visit our [website](#) for more information on our school.

Interested candidates should send the following to teachingpositions@marianapolis.org:

- A cover letter summarizing your reasons for wanting to join Marianapolis
- A current résumé
- Contact information for two professional references (email preferred)

At Marianapolis Preparatory School, we celebrate and are committed to creating an inclusive environment for all employees. All persons shall have the opportunity to be considered for employment without regard for race, color, national origin, religion, disability, sex, gender identity or expression, sexual orientation, age, genetic information, or any other characteristic protected under law except in cases of a bona fide occupational qualification in accordance with applicable law.