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# ST. URSULA ACADEMY

CATHOLIC • ALL GIRLS • COLLEGE PREP • GRADES 6-12

**Date:** June 5, 2024

**Job Title:** **Junior Academy Assistant; Student Life Coordinator**

**Reports to:** Director of the Junior Academy

**Position location:** Toledo, Ohio

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## **Position Purpose:**

The **Junior Academy (JA) Assistant; Student Life Coordinator** is responsible for supporting the JA Director in coordinating and facilitating various aspects of JA student life at St. Ursula Academy.

## **Mission:**

Founded in the Ursuline tradition and rooted in the Catholic faith, St. Ursula Academy educates each young woman, transforming her through intellectual inquiry, personal growth, spiritual formation, and compassionate service, empowering her to lead confidently in a global society.

## **Core Responsibilities:**

- Responsible for coordinating JA clubs, activities, and school-sponsored social activities and traditions (such as intramurals and 6<sup>th</sup>-grade camp) and assessing their ongoing impact and effectiveness.
  - Oversee and manage the JA student council, including elections, meetings, activities/events, and communication and coordination with the high school student council.
  - Works in collaboration with the JA Director and High School Coordinator of Student Life to implement SUA's weekly Sorelle advisory program. This program provides students with opportunities to build relationships with a cross-section of the student body and trusted adults. This includes planning and executing advisory activities.
  - Demonstrates visible, active leadership in the school's daily life, including during the daily routines of arrival, dismissal, and lunch supervision, as well as at major applicable school functions and events such as those that occur beyond the school day.
  - Supports the JA Director in creating and managing the following:
    - Junior Academy Admissions events and New Student Orientation/ Transition to Middle School.
    - In coordination with Campus Ministry, planning and facilitating JA Prayer Services and Service Projects.
    - When requested, managing correspondence with Junior Academy families, including drafting and sending emails and mailings.
  - Supports the JA Director in executing her role in the areas of Student Discipline and Student Life Policies/Student Handbook.
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- Performs other duties as requested by the JA Director, Principal, and President

## **Competencies and Attributes:**

- Be a person of integrity and maturity, modeling confidentiality and professionalism.
- Be committed to Catholic education and the mission of St. Ursula Academy.
- Be able to exhibit a clear understanding of and support of our school's mission and be able to share that mission with others.
- Be a collaborative colleague, fostering the spirit of teamwork and rapport with students, counselors, faculty, and staff.
- Commitment to fostering an inclusive environment that respects diversity and promotes unity and belonging among students and staff
- Strong communication and interpersonal skills, as well as an active listener, are essential. Candidates should also inspire and connect well with middle school students.
- High emotional intelligence that reflects self-confidence and facilitation techniques toward conflict resolution, adaptability, resiliency, compassion, and enthusiasm.
- Be a self-starter who is highly organized with logistics and effective with the execution of events.
- Be conversant and functional with common communication technologies, such as email and the Internet, and possess an understanding of Microsoft Office and the Google platform.
- Strong decision-making skills, capable of making well-informed judgments that prioritize the best interests of students and the school community.
- Exceptional organizational and time-management skills, with the flexibility to work evenings and weekends when required by the role.

## **Education and Experience:**

- Bachelor's Degree required in education or related field.
- At least three years prior experience in a similar middle school-focused student life role.
- Successful track record working with students and student life programming.
- Have demonstrated experience working with parents and families in support of the overall student experience.
- Experience with the use of data to drive positive learning outcomes.

Hours: **Full-Time** Rate of Pay: **Commensurate with experience**

**Contact Information:** Please respond by submitting a cover letter, resume, the names of three professional references, and compensation requirements by June 20, 2024, to Jen Guzman, Director of the Junior Academy at [jguzman@toledosua.org](mailto:jguzman@toledosua.org).