Available Position: Graduate Support Associate

Department: Graduate Support

Reports to: Director of Graduate Support

FLSA Classification: Exempt

Full/Part-time: Full-time

Date Posted: July 14, 2023

Start Date: ASAP

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:

Founded in 2011, St. James School is a unique faith-based middle (grades 4-8) school in the Episcopal tradition, serving students from the Allegheny-West neighborhood of North Philadelphia. The School serves students and families who are most in need, providing a full scholarship to every student. We develop our students' moral and spiritual selves and their intellectual, physical and creative gifts. Students benefit from small class sizes, an extended day, robust art and music programs, extensive social-emotional support, an 11 month school year (Sept. - July) and comprehensive High School Placement and Graduate Support Program.

Learn more at: www.stjamesphila.org

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 complex issues like systemic racism and privilege and to hopefully solve them rather than contributing to them.

Position Description

The Graduate Support Associate is a member of the Graduate Support team and reports directly to the Director of Graduate Support. They also work closely with all other Graduate Support Associates to manage a comprehensive program of support for all St. James School graduates and their families.

The Graduate Support Associate is responsible for shaping and guiding St. James School’s 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 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

Qualifications/Requirements:

- FBI, Child Abuse and PA Criminal Clearances
- Awareness of and participation in workforce development/access programs
- Must have a driver’s license
- Excellent organizational, planning, implementation, and communication skills
- Ability to manage the ambiguity and multiple priorities inherent in an entrepreneurial environment
- 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

Responsibilities:

- Cohort Manager - Post-Secondary Pathways
  - Provide holistic support for St. James graduates pursuing post-secondary career, education and training programs
  - Facilitate program exploration and exposure
  - Assist graduates in walking through application and enrollment processes
  - Ensure graduates are fully prepared to begin programs - uniforms, transportation, onboarding clearances, etc.
  - Provide ongoing support throughout duration of programs
○ Provides reminders of key events: training, program registration, move-in/move-out dates.
○ Ensures all graduates not enrolled as full-time students are engaged in or pursuing worthwhile employment or educational opportunities

● Network with a variety of workforce/access partners. As the cohort manager for the students who are not taking the “traditional” path, you will be responsible for gathering a variety of other options for graduates. i.e.- City Year, West Philadelphia Skills Initiative, and any workforce development program.

● Arranges and accompanies graduates on visits to programs/internships of interest

● Maintains application tracker with all upcoming deadlines for applications, test dates, financial aid, scholarships, interviews, etc.

● Comfort in all modes of communication with graduates- calls, texts, emails, etc.

● Cultivates relationships with any access organizations & post-secondary programs.

● Maintains and revises database of potential post-secondary placements and gap year programs including AmeriCorps, City Year, Year Up (Peirce College), WPSI, PowerCorps, Urban Teaching Fellows, etc.

● Communicate & check in with graduates at a frequency determined by your supervisor.

● Develops and maintains a network of contacts at all partner institutions

● Additional school-wide responsibilities and staff coverages as assigned

● Employees are encouraged to serve on school committees/groups (e.g. School Culture Committee, Racial Equity Team, Student Services Team, Talent Recruitment Advisory Committee, Faculty Staff Choir, etc…)

● Required to attend school wide events, including, but not limited to: Board Meet & Greet, Fall Staff Retreat, All Saint's Day Full School Mass, Thanksgiving Family Feast, Advent Family Event, Christmas Mass, Epiphany Mass, MLK Day of Service, Absalom Jones Mass, Ash Wednesday Service, Palm "Sunday" Mass, Maundy Thursday Mass, Good Friday Service, Easter Mass Monday, Feast of St. James the Less, Pentecost Mass, Baccalaureate, Commencement, Staff Retreat, and all weekly Masses (majority of these are during the school day)

Employee Benefits:
● medical and dental insurance program (95% premium covered by St. James)
● defined contribution plan for retirement (St. James contributing 5% up to 9%)
● wellness benefit of free gym membership (two options)
● five (5) health & wellness days per year
● applicable paid holidays
● paid time off/vacation time
● free lunch every day school is in session and meals are being served
● financial support for professional development opportunities
group life insurance policy with value equal to 2Xs your annual salary
financial support (with dollar limits after one year of full-time service) for applicable higher education degrees or certificates
interest-free emergency loans (with dollar limits after one full year of service) with repayment established through payroll
short-term disability
bereavement leave
parental leave

Application Requirements:

Qualified candidates should send a resume, cover letter and salary requirements for consideration to Sonya Kedarnath, at 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.