



JOB DESCRIPTION FOR THE GRADUATE SUPPORT DIRECTOR

The Graduate Support Director serves as the principal advocate for alumni of Chicago Jesuit Academy. The person in this position reports to the Principal and works closely with the President, Dean of Students and Vice President of Operations & Development. As the principal advocate for Academy alumni in high school and college, the Graduate Support Director creates and revises scaffolded support that teaches Academy alumni how to successfully navigate college preparatory high schools and college so that Academy alumni can continue to develop their personal gifts during their formal education in a way that allows them to live lives of loving service as “gentlemen for others” in the Jesuit tradition.

The Graduate Support Director will:

- Work in close partnership with the Principal, Dean of Students, President, Vice President of Operations & Development and CJA faculty and staff.
- Design and implement a strategic standardized-test-preparation program for all CJA alumni.
- Work with CJA’s high school admissions counselor and parent outreach coordinator to educate students and parents about the admissions process for local college prep high schools, private high-school scholarship organizations and nationally recognized boarding schools.
- Facilitate alumni and parent communication with relevant high school and college scholarship and financial aid resources after CJA has graduated alumni to their respective high schools.
- Systematically track all alumni data and address alumni needs, performance and achievement.
- Enhance the Jesuit identity of Chicago Jesuit Academy through its alumni relations.
- Support the Academy’s development efforts by sharing his/her work with friends and benefactors who support the scholarship needs of Academy students and alumni.
- Develop and manage a compassionate network of support resources for Academy alumni that provide for the continued spiritual, emotional and intellectual development of all alumni.
- Manage the completion of a feasibility study on college persistence for CJA alumni at the direction of an *ad hoc* committee of the Board of Directors.
- Complete other ancillary tasks in support of the mission of CJA at the direction of the Principal.

The successful candidate will have knowledge of the [Ignatian Pedagogical Paradigm](#) and believe in an education that forms the whole person—*cura personalis* in the Jesuit tradition. This person will have particularly strong interpersonal, leadership and management skills which result in strong relationships with a broad variety of people. Excellent organizational skills are necessary for success in this job. Strong academic experience and credentials are also required. Teaching and/or counseling experience as well as past leadership responsibilities are strongly preferred.

Cover letter and resume due: ASAP

Letters of application and resumes should be sent to:

Projected start date: 15 June 2012

Mr. Thomas Beckley, Principal
Chicago Jesuit Academy
At Resurrection Campus
5058 West Jackson Boulevard
Chicago, IL 60644-4324

Mission Statement: *Chicago Jesuit Academy is a full-scholarship, college preparatory, Jesuit, Roman Catholic middle school for young men from modest economic backgrounds. The Academy is distinguished by small classes, an extended academic day and a longer school year to prepare students for success in college preparatory high schools, universities, and positions of community leadership. Chicago Jesuit Academy helps students develop as young men who are open to growth, religious, intellectually competent, loving, and committed to doing justice in the service of others, in accord with the Jesuit mission and tradition. The school’s success in its mission is made possible by the disciplined sacrifices of our students, parents, faculty, staff, volunteers and benefactors.*