

**Student Life Associate
Full-Time
(Mid-August -Mid-June)**

Scranton Preparatory School is currently accepting applications for qualified applicants for the 2022-2023 school year.

Under the supervision of the Dean of Students and the Principal of Scranton Preparatory School, the Student Life Associate serves as a support for the daily student-centered operations of the school. The Student Life Associate will work closely with the Principal's Team to support a positive and safe environment in alignment with the Mission of Scranton Preparatory School.

The ideal candidate will meet the following minimum requirements:

- Associate's degree preferred;
- Experience working in an educational environment;
- Excellent communication and interpersonal skills;
- Previous clerical experience;
- Proficiency with Microsoft 365;
- Strong organizational skills;
- Possesses a genuine enthusiasm for and interest in all aspects of a school community;
- Has a willingness to animate the Catholic and Jesuit mission of the school and its philosophy and values.

In collaboration with and under the supervision of the Dean of Students, the Student Life Associate will:

- Be a presence for instances of high student volume, including but not limited to, arrivals, departures, change of classes, lunch periods, and after school;
- Support the enforcement of school rules and regulations;
- Assist in the management of daily attendance reports and records for all students;
- Communicate with students, teachers, parents, and guardians regarding student attendance;
- Support and reinforce student attendance and behavior improvement plans;
- Assist with daily after school detention ("Jug") or other supervision duties;
- Confer with Dean of Students to enforce positive student behaviors and administer basic appropriate consequences;
- Support and assist on committees, as assigned;
- Support school safety and security protocols including, but not limited to, planning of and implementation of fire/emergency drills and attendance at county, city, and school safety and security meetings;
- When needed, assist with substitution for absent/unavailable faculty;
- Assist with supervision for student events;
- Assist with start-of-year and end-of year tasks, as assigned by the Principal or Dean of Students;
- Other duties as assigned by the Principal or Dean of Students.

***Please send letter of interest and resume as soon as possible
to employment@scrantonprep.com***

Scranton Preparatory School's Diversity Statement:

St. Ignatius Loyola, founder of the Jesuits, teaches us to seek God in all things. Jesuit schools believe that God can be powerfully encountered through an educational experience that includes and explores the great diversity that marks Creation in general and humanity in particular. Accordingly, Scranton Prep strives to form a school community in which differences in race, ethnicity, culture, religion, socioeconomic status, gender, sexual orientation, physical ability, and learning style are experienced, accepted, and understood.