

A.M.D.G.
Xavier College Preparatory High School

Student Ministry Assistant

The Administrative Assistant of Student Ministry is responsible for animating the Ignatian Vision of Xavier College Preparatory High School with our students. Student Ministry promotes community, builds leadership, organizes activities, and asks students to respond to the final question of the Examen: "How am I being called to respond now?" Xavier invites all students to participate in liturgy, immersions, retreats, athletics, theatre, clubs, Houses, and more. These students strive for excellence within and beyond the classroom in partnership with their peers, teachers, coaches, and moderators. Ultimately, Student Ministry is faith in action.

Duties

- Assist and help manage the offices of: Liturgy & Ministry, Retreats & Immersions, & Student Leadership
- CO-Facilitates: Houses, Student Leadership Council (SLC), HALOs, Clubs, Retreats, & Immersions
- Promotes school spirit through all aspects of student life with positive energy and enthusiasm
- Coordinates leadership formation programs and activities for students
- Accompanies students in the planning and execution of all activities , including home athletic events
- Helps build and promote school spirit at Co-Curricular activities
- Evaluates Student Life activities through feedback and surveys of students, teachers, and parents
- Invites and collaborates with students and colleagues regarding the overall student experience
- Provides feedback to students about their leadership and execution of activities
- Communicates activities with the Xavier community in collaboration with Advancement & Marketing
- Helps coordinate meetings of the SLC and other school committees
- Collaborates and meets regularly with the Director of Student Ministry and Team
- Assists with the Servant Leadership class, comprise of House Presidents, Vice-Presidents and Deputies
- Maintains and helps coordinate all logistics pertaining to the student store
- Partners with the Parent Guild and attends Parent Guild meetings
- Contributes to the spiritual values and activities of the school, promoting the Ignatian vision and mission.

The ideal candidate will meet the following minimum requirements for any position at Xavier College Prep:

- Serve as a guide with and for students on their formation journey in a Jesuit high school.
- Demonstrate respect and professionalism at all times, in keeping with the school's mission and Jesuit identity.
- Effectively relate to students and build positive relationships.
- Display excellent communication skills.
- Demonstrate the willingness and ability to listen, developing mutual trust with students and colleagues.
- Demonstrate the willingness to work with a diverse student body.

About Xavier and how to apply:

Xavier College Preparatory is a Roman Catholic high school that actively seeks, educates, and nurtures young men and women from a wide variety of ethnic, socioeconomic, and religious backgrounds in the Coachella Valley. In the tradition of St. Ignatius of Loyola, the founder of the Society of Jesus, Jesuit education is committed to the development of the whole person through a challenging educational experience, spiritual and religious formation, and co-curricular involvement. Supporting the role of parents as primary educators, our entire school program is dedicated to developing conscientious leaders and agents of change who are intellectually competent, open to growth, committed to justice, religious, loving and compassionate in service to others for the greater glory of God.

Interested applicants should submit a resume and cover letter to Marcie Quagliani at mquagliani@xavierprep.org

