



Nativity School of Worcester
Director of College Placement and Post-Secondary Support
Worcester, MA

Our Mission:

Founded in 2003, Nativity School of Worcester is an accredited, independent middle school that provides a holistic, tuition-free, faith-based education rooted in Ignatian values to students of all faiths from under-resourced communities. Drawing upon four pillars - strength, scholarship, character, and service - a Nativity education inspires self-discovery, responsibility, spiritual growth, and a lifelong dedication to learning.

Summary of Position:

The Director of College Placement and Post-Secondary Support is a **one-year salaried, administrative position for the 2026-2027 school year**. The Director is responsible for working as part of the Graduate Support team to provide support services for graduates of Nativity Worcester in the 10th, 11th, and 12th grades as well as graduates in the college and post-secondary age group. The Director of College Placement and Post-Secondary Support will ensure their success in the college and financial aid application process, alternative pathways to college, and beyond.

Specific responsibilities include but are not limited to advising and counseling graduates in one-on-one and group meeting structures; assisting in the college, certificate, trade, and financial aid application process; career readiness skillbuilding and job placement; and monitoring of academic, emotional, and social progress of Nativity Worcester graduates in the 10th grade and beyond, to ensure they receive the support and resources to develop a pathway to success.

Primary Responsibilities:

Reporting to the President and working collaboratively with the Graduate Support Team, responsibilities include:

Direct Student Support (70%):

- Provide one-on-one guidance & support to Nativity Worcester graduates in grades 10-12, as well as graduates in the college and post-secondary age group.
- Communicate regularly with stakeholders such as high school guidance counselors and other staff, parents or guardians, headmasters, principals, college partners, and all that contribute to our graduates' well-being.

College and Post-Secondary Education Planning

- As needed, coach each student towards a post-secondary plan that is individualized to that student, and is in line with admissions and affordability data.
- Adjust admissions chances based on changes to student academic profile throughout the year.

College and Post-Secondary Program Applications

- As needed, design individualized service plans to ensure each student submits complete, high-quality applications by institutional priority deadlines.
- Coordinate college prep activities (SAT, college visits, workshops, etc.) for Nativity Worcester students and graduates in the college placement process.
- Support graduates in identifying and completing missing/additional application materials throughout the Winter and Spring.
- Help each graduate brainstorm, revise, and finalize college essays – by utilizing both in person and remote support tools.

Financial Aid Support

- As needed, guide graduates and caregivers (in person or remotely) to submit FAFSA and/or CSS Profile by institutional priority deadlines.
- Identify and support graduates selected for federal income and/or citizenship verification.
- Identify graduates eligible for a variety of scholarships and distribute scholarship information to graduate.
- In consultation with the President, determining tuition assistance from Nativity Worcester in-house scholarship fund sources for college and post-secondary aged graduates.
- Explain financial aid award data to each graduate, and coach them to make a financially responsible decision.
- Support graduates with submitting a deposit to a college by May 1st.

Maintain ongoing communication with all graduates on caseload

- Lead regular check-in meetings with graduates virtually or in person (in the Graduate Support office, on a high school or college campus, other off-site locations throughout the region).
- Respond to all graduate or graduate family text/calls/emails within 2 business days.
- Develop individualized communication plans to ensure graduates remain engaged with the program and understand the resources available through the Graduate Support Team.

Program Support (20%)

- Attend regularly scheduled Graduate Support Team internal meetings as well as high school partner meetings as necessary.
- Plan & implement age-appropriate programming for graduates including co-coordinating the graduate after school program, relevant workshops, and celebratory events.
- Help to communicate and enforce expectations of graduates while on campus and assist in directly supervising the graduate after school program.
- Coordinate transportation 1-3 days per week from partner high schools to Nativity.
- In collaboration with the Graduate Support Team, design and send out monthly graduate newsletter.
- Develop and present quarterly reports for the Graduate Support Committee of Nativity Worcester's Board of Trustees – a governing body that oversees implementation of policy, regulations and mission of the school.
- Support team members with coverage as needed and when able.

Caseload & Data Management (5%)

- Track and record graduate progress in our database (Salesforce), using both quantitative and qualitative measures.
- Enter data into the database within 3 business days of a student interaction or status change.
- Maintain accurate student contact information in the database.



- Share monthly reports (using Salesforce) as requested with the President.

Organizational Support (5%)

- Support the Advancement team by providing data for grant writing, attending events, networking with supporters, and providing event logistics as needed.
- Support daily activities of middle school programs as needed.

Additional Responsibilities:

- Understand and promote the mission, standards and policies of the school and work related to Diversity, Equity, Inclusion, and Anti-Racism. Assist in advancing DEIA efforts such as implementing the school's restorative justice program (training will be provided to accomplish this).
- Support and work with students and graduates in an appropriate and caring manner.
- Participate in required school-wide events, professional development days and orientations.
- Attend and engage in faculty/staff retreats (two times per year).
- Fulfill responsibilities as articulated in the Nativity Worcester Employee Handbook.

Additional Information:

- This is a full-time, exempt, 12-month position. Work hours may vary (including evenings and occasional weekends). Hours during the school year are typically the following:
 - Mondays, 8am-4pm
 - Tuesday, Wednesdays, & Thursdays, 9am-5pm
 - Fridays, 8am-4pm
- Flexible comp time will be provided when working unexpected hours due to emergency needs.
- **Salary range:** \$55,000 - \$70,000
- A comprehensive benefits package and benefits such as tuition reimbursement will be provided.
Note: Starting salaries typically fall in the lower end of the salary range; however, they are ultimately determined by the scope of the position, the candidate's relevant experience, and internal equity.

Qualifications:

- Bachelor's degree
- 1 – 2 years of related work experience; knowledge of post-secondary admissions programs is preferred.
- Excellent writing and editing skills.
- Experience developing trusting relationships with students and caregivers.
- High-degree of professionalism and strong interpersonal skills.
- Strong organizational skills and ability to be highly detail oriented.
- Commitment to diversity, equity, inclusion, and anti-racism work.
- Strong understanding of nonprofits and education.
- Ability to work on diverse teams or with a diverse range of people.
- Strong verbal and written communication skills.
- Ability to handle confidential information.
- Mission-driven, team player, hard-working, and flexible.
- Openness to embracing and promoting the Jesuit mission of Nativity School of Worcester.

To Apply:

Submit résumé and cover letter to Meredith Kent, Interim President, at careers@nativityworchester.org

Equal Opportunity Employer Statement

Nativity School of Worcester is an equal opportunity employer, and we welcome and encourage applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information. Nativity School of Worcester is committed to a diverse and inclusive environment; we welcome a broad spectrum of candidates, and particularly invite applications from diverse backgrounds and life experiences (e.g. gender, ethnicity/race, and other individuals who are under- represented in the profession). Candidates who have worked with a diverse range of individuals and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests in their cover letter.

To learn more about Nativity School of Worcester visit www.nativityworchester.org