

St. Marcus Ministries

Position High School / College Alumni Advisor

Reports to Director of Graduate and Spiritual Support - Jim Datka

Team Alumni Ministry Team

Supervises Non-supervisory

Position Objective This position requires a candidate who has a passion & heart to help high school students succeed, is detail-oriented, outgoing with excellent people skills, and able to work independently. The primary role of a high school/college alumni advisor is to provide guidance and support to St. Marcus alumni throughout their high school career to ensure high school graduation and a smooth transition into their career path.

Compensation Seasonal / Part-time (20 hours per week) / Hourly

Application Process Interested applicants should submit a resume and three professional references (attached) to resume@stmarcus.org or drop it off in person at St. Marcus, 2215 N. Palmer Street, Milwaukee, WI 53212 to the attention of Tracy Eastburn. Thank you!

Core Values

Christ First
Sacrificial Love
Biblical Discipleship
Radical Expectations

Mission Statement

To disciple children for Christ now
and for all eternity and to train them in
excellence for their roles in their
family, church, community, workplace and country.

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RESPONSIBILITIES & DUTIES TO ACHIEVE POSITION OBJECTIVE

A. Spiritual Expectations:

- Model a Christ-like example both in and out of the school always representing our Savior and reflecting His love
- Be disciplined with personal Bible study, faculty Bible study, and active membership in church

B. Professional Expectations:

- Understand and support the mission of the church and school
- Understand and support the philosophies and purposes of the school and specifically the Graduate and Spiritual Support Team
- Have knowledge and understanding of spiritual, social, emotional, physical, and intellectual development of high school students
- Have a collaborative and cooperative relationship with the Director of Graduate and Spiritual Support and ministry & school team members
- Follow the guidelines set forth in the organizational handbooks
- Exhibit a growth mindset and commit to professional development
- Attends mandatory team meetings

C. Accountability and Effectiveness Measure Expectations:

- Plan and implement Alumni Support Plan with assigned high schools and alumni
 - 1:1 meetings with assigned alumni at least once per month
 - Regular communication with parents of assigned alumni
 - Get involved in assigned alumni extracurricular activities when feasible
- Plan and implement Alumni Support Plan with assigned alumni in college or in the workforce
 - 1:1 meetings with assigned alumni at least once per month
- Complete weekly work schedule, weekly "WINS!", monthly High School Alumni Reports, and submit to the Director of Graduate and Spiritual Support in a timely manner
- Document successful high school graduation plans and listing of assigned alumni graduating from high school; submit to the Director of Graduate and Spiritual Support in a timely manner
- Document unsuccessful high school graduation plans and listing of assigned alumni not graduating from high school including reasons the plan did not work along with next steps; submitted to the Director of Graduate and Spiritual Support in a timely manner
- Participate in ministry outreach activities
- Build and nurture positive relationships with students and parents

E. Meet Expectations of St. Marcus Staff

- Exemplifies mission mindedness and prioritizes ministry involvement
- Demonstrates responsibility and professionalism towards job responsibilities
- Uphold code of conduct and school policies
- Adhere to the St. Marcus Covenant for staff members