



Job Posting

Graduate Support Associate – Part Time

Responsibilities:

The Graduate Support Associate works collaboratively with the Director of Graduate Support. Duties include school visits with graduates, working with current students and families in the high school selection process, office skills, and maintaining records of graduates.

Schedule:

Daily: 1:30 pm - 5:30 pm

Requirements:

Fluency in Spanish is required.

Interested applicants should email a cover letter and resume to:
mjuskelis@mothersetonacademy.org