

Position: Assistant Director of Campus Ministry

School: Jesuit High School

Date Needed: 2012-2013 School Year

Requirements:

Jesuit High School is looking for a highly qualified Assistant Director of Campus Ministry to work with the Director of Campus Ministry in advancing Jesuit's overall mission by fostering the spiritual life of the school through sacramental liturgies, prayer, retreats, Christian service, peer ministry formation, school convocations, and other means. The preferred candidate will be a practicing Catholic in good standing and have campus ministry experience at the college or high school level; teaching experience in Catholic theology and knowledge of Ignatian spirituality also desirable. A Master's degree, preferably in Catholic theology or religious education at a Catholic institution, is desired.

The Assistant Campus Minister would assist with overall planning of the retreat program and all activities related to the religious formation of the students, faculty, and staff. In particular, he/she would lead a designated number of retreats as well as teach part-time in theology, as needed. All members of the Campus Ministry staff work closely with administration, faculty, clergy, and peer ministers to ensure that a comprehensive formation in Ignatian spirituality is in place for Jesuit's students, faculty, and staff.

Special Instructions: Send resumes to the Principal's office. Email preferred, or via FAX or US Mail, using the information noted below. Interested candidates should address all inquiries to the contact person below.

Contact: Ms. Paulette Mack, School Registrar

Address: 4701 North Himes Ave

City: Tampa

State: FL **Zip:** 33614

Phone: 813-877-5344, ext. 508

Fax: 813-443-5445

Email: pmack@jesuittampa.org

Position:

Instructional Technology Coordinator

School: Jesuit High School

Date Needed: 2012-2013 School Year

Requirements: Jesuit High School is looking for a highly qualified Instructional Technology Coordinator who would support Jesuit's overall mission while promoting instructional technology throughout the school. The preferred candidate will have teaching experience with an interdisciplinary background. Experience in technology training is desirable. A Master's degree, preferably in either education or any technology field, is desired.

The Instructional Technology Coordinator would lead technology training for faculty and staff and would be heavily involved with curriculum planning and staff support. In addition, he/she would work closely with other Jesuit Information Technology staff to advance the ongoing integration of technology with the work of the school community.

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Position:

Maintenance Worker

School: Jesuit High School

Date Needed: Immediate

Requirements:

Jesuit High School is looking for a full time Maintenance employee to work as part of a staff dedicated to the upkeep of school facilities and the smooth functioning of school operations. Basic knowledge in the following areas is desirable: carpentry, plumbing, glass replacement, painting, masonry, grounds keeping, appliance repair, HVAC, and electrical wiring; also desirable: knowledge of standard practices and tools used in the maintenance and repair of building facilities as well as familiarity with safety practices and procedures. Candidates should be physically able to lift heavy to medium loads, to follow oral and/or written instructions, to communicate effectively in both oral and written form, and to establish and maintain cooperative and effective working relationships with co-workers and outside vendors and sub-specialists. Basic computer skills are helpful. High school diploma or GED equivalent is required.

The Candidate will be directly responsible to the Maintenance Director, performing a variety of work on the school campus as designated by immediate supervisor. Candidate must be in possession of a valid driver's license and able to complete successfully the FBI Level II Screening Check. Position is hourly, some evenings and weekends, with possible overtime.

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