



CATHOLIC, COLLEGE PREPARATORY  
SCHOOL FOR YOUNG WOMEN

## MERCY HIGH SCHOOL

Farmington Hills, MI

INVITES APPLICANTS FOR THE POSITION OF

### **COUNSELING DEPARTMENT OFFICE SUPPORT SPECIALIST**

*Join our highly committed team of Mercy educators who have a passion for Catholic education and a willingness to inspire our students to become “Women Who Make A Difference.”*

## MERCY HIGH SCHOOL

[Mercy High School](#), a Catholic College Preparatory School immersed in the tradition of the Sisters of Mercy, educates and inspires young women of diverse backgrounds to lead and serve with compassion. Our work embodies the Critical Concerns of the Sisters of Mercy and the values of *Human Dignity, Mercy, Justice, Service, Option for the Poor*.

Mercy High School commits to a climate and culture that are deeply rooted in

- Academic Excellence
- Collaboration
- Diversity
- Innovation
- Integrity
- Leadership
- Respect
- Sustainability

Mercy High School is a racially, ethnically, and economically diverse student body of approximately 650 young women. Our commitment to diversity, equity and inclusion is reflected in our policies, curriculum, and extracurricular activities which align to the Sisters of Mercy Critical Concern regarding racism, "*We work to recognize and dismantle racism in order to become an anti-racist multicultural community.*"

## POSITION DESCRIPTION

### **Counseling Department Office Support Specialist for the 2021-2022 School Year**

We encourage a broadly diverse pool of applicants for all positions as we work intentionally to create a faculty and administration that reflects our student body. We seek a kind and compassionate professional who is invested in partnering with our 4 full-time Counselors to support the social, emotional, and academic needs of each Mercy student.

Qualified applicants should skillfully demonstrate the following competencies and be prepared to support a welcoming and empowering social emotional learning space.

The selected applicant will:

- greet and assist students or staff as they enter the Counseling Office.
- serve as PreACT, PSAT, and AP Test Coordinator.
- author school-wide and/or community-wide communications on behalf of the Counseling Department.
- manage daily office needs such as data collection, record keeping, and various departmental communications.
- lead the process of scheduling student support services.
- support an atmosphere that accelerates each student's academic, spiritual, social and emotional growth and achievement in alignment with the school's mission.
- successfully collaborate and support Counselors and the Assistant Principal of Academic Affairs in data collection and presentation, and supporting projects as requested.
- support a culturally responsive learning environment and pedagogy.
- work independently, and successfully and proactively contribute as a team player and supportive member of the Mercy community.
- sustain an effective system of shared leadership and responsibility throughout the school.
- work effectively and willingly with students of diverse backgrounds including race, culture and socio-economic status.
- have excellent technical, verbal and written communication skills in interacting with various stakeholders.
- assume additional duties as assigned.

## **KEY QUALIFICATIONS/REQUIREMENTS**

Applicants must have strong organizational abilities, experience working with and respecting sensitive and confidential information, and demonstrate both an aptitude and an enthusiastic curiosity toward the investigation of technological tools.

Applicants should visibly demonstrate a willingness to expand their knowledge and skills by participating in professional development opportunities in all areas including Diversity, Equity and Inclusion, attend a Protecting God's Children workshop and complete a background check.

Interested candidates are invited to send a letter of interest, resume, and proof of credentials to Counseling Department Chairperson, Trish Marie Brown at [tmbrown@mhsml.org](mailto:tmbrown@mhsml.org) by June 25, 2021.

*Mercy High School is an Equal Opportunity Employer and considers all applicants for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider an applicant's religious affiliation in its employment decisions consistent with State and Federal law.*