

**Mercy High School, Burlingame**  
**Position Description**

**Job Title:** Wellness and Student Life Assistant  
**Department:** Counseling and Student Life  
**Reports To:** Director of Counseling and Assistant Head of School for Student Life  
**FLSA Status:**  
**Prepared By:** Natalie Cirigliano-Brosnan  
**Preparation Date:** June 2025

**Summary:**

Within the context of the tradition and charism of the Sisters of Mercy, supportive of the Mission and Values of Mercy High School and Catholic Church teachings and doctrine, the Wellness and Student Life Assistant reports to the Assistant Head of School for Student Life and the Director of Counseling and Academic Support and is responsible for supporting and overseeing the daily operations of our on-campus Wellness Center and Student Life needs. The Wellness and Student Life Assistant designs and directs lunchtime activities for students and maintains the functioning of and access to our Wellness Center. This position supports Student Life needs inclusive of student activities and academics as needed. This position plays a vital role in fostering a welcoming, supportive, and well-functioning space where students can seek connection, decompress, or access further support from the Counseling team.

**Qualifications:**

The Wellness and Student Life Assistant must enjoy working with teenagers, have a desire to support young women through tremendous life experiences and growth opportunities, and have a passion and ability to build meaningful relationships with students and parents. Candidates should be organized, and student-centered in their approach to overseeing the daily operations of our on-campus Wellness Center.

To perform the job successfully, the individual should be able to lead with a gentle firmness, displaying compassion and empathy while treating all stakeholders with dignity. The individual should be a strong colleague who communicates with warmth and transparency, honors confidentiality and sees great value in the parent-school partnership. The ideal candidate will have a strong background in youth support, excellent administrative skills, and a genuine interest in adolescent development and wellness. The Wellness and Student Life Assistant must possess the ability to perform as part of a team and have excellent interpersonal skills; have excellent written and verbal communication skills and the ability to work with a wide range of audiences. An Associate's degree is required.

**Essential Duties and Responsibilities include the following:**

- Commit to treating all students and their families with dignity and compassion
- Serve as the primary point of contact for students entering the Wellness Center during school hours.
- Welcome students with warmth and compassion; support them in accessing appropriate resources, including referrals to counselors when needed.

- Maintain a calm, organized, and supportive environment.
- Develop and implement weekly lunchtime activities to promote student wellness, mindfulness, and community-building.
- Ensure the physical space is clean, stocked, and inviting at all times.
- Support Wellness Program needs such as Self Care fairs, group programming, etc.
- Offer support to various student life needs within scope of student life, academics, and admissions
- Maintain student confidentiality to the highest degree.

### **Administrative Support**

- Provide general office and clerical support to the Counseling and Student Life departments, including scheduling, communications, and data entry.
- Maintain student sign-in/out records and assist in tracking Wellness Center usage.
- Help prepare materials, forms, and documentation for Counseling and Student Life programs or events.
- Assist with coordination of wellness-related events and programming throughout the year.
- Additional duties that arise and are deemed necessary.

### **Desired Qualifications**

- Proficiency in a language other than English such as Spanish or Mandarin.

### **Computer Skills:**

To perform the job successfully, an individual should have a working knowledge of Google Suite and comfort in using academic apps and technological tools such as Schoology.

### **Physical Demands:**

The physical demands described are representative of those that must be met by an individual to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the job duties, the individual is regularly required to talk or hear. The individual is frequently required to walk, sit, use hands to finger, handle, or feel, and reach with hands and arms. The individual is occasionally required to stand, stoop, or kneel. The individual needs to move from the main school building to lower campus. Specific vision abilities required by this job include close and distance vision.

### **Work Environment:**

The work environment characteristics described are representative of those an individual encounters while performing the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the job duties, the individual is occasionally exposed to outside weather conditions while walking from the main building to the lower campus.

The noise level in the work environment is usually quiet. School settings bring noisy moments such as passing and lunch periods, rallies, etc.

Must also be able to attend occasional meetings in late afternoons or evenings. Salary range: \$20-22/hour.

**Send resume and cover letter to: Lynn Beal at [lbeal@mercyhsb.com](mailto:lbeal@mercyhsb.com). If emailing, please use the subject line " Wellness and Student Life Assistant."**

#### **STATEMENT OF NON-DISCRIMINATION**

All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories. (Administrative Handbook #4111.4)