

**Job Posting for the 2021-22 Academic Year:  
Internship Coordinator (Part time)**

Andrean High School is a Roman Catholic, co-educational high school, sponsored by the Diocese of Gary, Indiana, located in Northwest Indiana. Founded in 1959, Andrean has an enrollment of approximately 414 students with a strong diverse student population.

**School Mission:** 59ers transform the world in positive, prophetic ways through faith, learning, leadership, and service.

**Position Opening:** Secondary Education Coordinator of Internships - Part-Time

**Contact:** Mrs. Kelly Fitzgerald, Assistant Principal

**Email:** kfitzgerald@andreanhs.com

**Phone:** 219-887-5959, ext. 240

**Process:** Application materials should be sent to:

kfitzgerald@andreanhs.com

**Application materials should include the following:**

- Cover letter and resume
- 3 Professional References
- Copy of academic transcripts and copy of current teaching license

**Qualifications:** Applicants must have the following:

- **Degree and Experience requirements:** Minimum of a Bachelor's Degree in teaching, or a minimum of a Bachelor's Degree in a related field with a certified transition to teaching program
- **Licensure Requirements:** Current teaching license
- **School/Diocesan Requirements:**
  - Valid driver's license;
  - If applicable, the candidate will be in good standing with the current educational institution;
  - Practicing Catholic or Christian preferred; and
  - VIRTUS trained (safe-environment) and is subject to Diocese of Gary's expanded background check.

**Application Deadline: Applications will be accepted until the position is filled. Start date is January 5, 2022 or sooner.**

**Position Overview:**

We are seeking a highly motivated individual who has content knowledge and/or experience in internship coordination for high school students.

**The Coordinator will:**

1. Articulate course objectives that are aligned with the Indiana Department of Education for content area teaching;
2. Support the Diocese of Gary mission, and Andrean High School vision and four mission pillars of faith, learning, leadership, and service; and follows the guidelines as established in the Diocese of Gary Employee Handbook and the Andrean Employee Handbook;
3. Develop curriculum and teach a weekly afternoon internship seminar course designed to provide the skills for students embarking on internships with career readiness and basic professionalism.
4. Initiates and maintains contact with prospective employers and agencies to place interns
5. Organizes career / internship placement services for students
6. Assists students with career research and selection of career options and finding mutually beneficial placement opportunities
7. Attend department, all-school and Diocesan meetings, events, and professional development as required by the Andrean Administration.
8. Other duties as assigned

**Opportunities exist to be involved in extracurricular activities as well (e.g., Club Moderator, Academic Coach, and Athletic Coach).**

- **Salary Range:** Hourly rate based on the Diocese of Gary, Indiana teacher salary schedule
- **Reporting Relationship:** Reports to Principal, Assistant Principal, and/or Guidance Department Chair

Andrean High School is an equal opportunity employer. Qualified applicants are considered for all positions without regard to race, color, sex, national origin, age, ancestry, or the presence of a disability, which, with reasonable accommodation, does not impair the performance of professional responsibilities. Being a practicing Catholic in good standing with the Catholic Church may be a requirement depending on the position sought.