

Work-Study ISOs:

Cristo Rey Students are expected to possess and/or develop the following skills and abilities:

Teamwork and collaboration

- Ability to work with others in a professional manner while building trusting relationships with colleagues and clients.
- Cultural sensitivity and ability to build rapport with a diverse workforce.
- Model professional, concise and conscientious communication with co-workers, supervisors and Work-Study staff.

Persistence

- Show up for work every day and be consistently punctual.
- Continually expand the development of skills, experience and knowledge in the workplace.
- Pursue a more thorough understanding of how one's work, attitude and ideas contribute to the bigger picture of the company or industry.
- Attend Work-Study professional development classes throughout the school year.
- Continually update job-search communications such as resume, cover letter, professional social networking profiles and online portfolio.

Complex Reasoning Strategies

- Exercise analytical skills by assessing situations, seeking multiple perspectives, gathering more information and identifying key components as well as any issues that need to be addressed.
- Problem-solve and make necessary ethical judgments that reflect the Sponsors' mission.
- Perform all duties in the job description by managing multiple assignments, setting priorities and adapting to Sponsor expectations.

Precision and Accuracy

- Ability to plan and organize tasks and projects within an allotted timeframe with a high degree of detail orientation.
- Advanced technical competency in word processing and spreadsheet programs such as Microsoft Suite, Google Apps as well as various sponsor adopted programs.