



Position Title

Program Coordinator, Corporate Work Study Program at Christ the King Jesuit College Prep

Supervisor

Interim Managing Director, Corporate Work Study Program at Christ the King Jesuit College Prep

Job Summary

Christ the King Jesuit College Prep, a Catholic school on Chicago's West Side and a member of the Cristo Rey Network, challenges and inspires its young women and men through the integration of academics, work experience, and extracurricular activities to lead lives of integrity, faith, and servant leadership for the greater glory of God.

All students of Christ the King Jesuit College Prep are required to complete a college preparatory curriculum and participate in the Corporate Work-Study Program (CWSP), wherein they spend five days per month engaged in a corporate work assignment. CWSP is a unique element of the Cristo Rey educational model.

The school trains students for entry-level administrative employment and markets their services to corporate clients. Typically, four students share one full-time position throughout the school year. The fees for the students' services are paid directly to the school to underwrite a significant portion of the cost of their education.

As a member of the CWSP team, this position will interact with students, school faculty/staff, and business leaders to execute the transformative CWSP model alongside Corporate Work Study staff. Teaching students job skills, managing the relationships between the school and its business partners, and assisting in the coordination and operations of the overall program are the primary duties of this role.

This position also joins in promoting the overall development of the student, according to the educational principles and the mission of the school.

Summary of Responsibilities

The ideal candidate will have excellent communication and people skills coupled with a strong organizational aptitude. He or she will be motivated by the Catholic/Christian mission of the school and its impact on the Chicagoland area.

Ultimately, we have two goals:

1. Retain all of our business partners in the Corporate Work Study Program while demonstrating timely and impeccable customer service.
2. Support, develop and train students to excel in the workplace.

Key Responsibilities:

Sponsor Relations

- a. Serve as a primary contact for assigned portfolio of job sponsors—this includes making regular phone calls, e-mails, and office visits; updating databases; responding to evaluations.
- b. Provide regular and timely updates on any issues regarding assigned job sponsors to the CWSP Interim Managing Director.
- c. Resolve issues with students and corporate sponsors in a timely manner by engaging staff and leveraging all resources available to the school and work program.

- d. Serve as a point person for students and sponsors regarding make-up days and holiday work-days, overseeing the collection of forms and recording of data associated with these days.
- e. Coordinate and/or assist with sponsor related activities such as sponsor orientation, sponsor luncheons, sponsor appreciation events, etc.
- f. Maintain complete historical partner list for both schools.

Job Training and Placement

- a. Collaborate with the CWSP staff to coordinate Summer Business Training and Orientation for all new and returning students; includes organizing workshops and events.
- b. Coordinate Ambassadors for Summer Business Training, including selecting and training ambassadors, preparing evaluation materials, supporting ambassadors as they complete evaluations of all freshmen students.
- c. Aggregating feedback, homework, tests and data on freshmen students to assist with job placements.
- d. Coordinate and assist in the formation of student teams and job assignments based on student and sponsor requests, student skills and personality assessments, sponsor job descriptions, your personal knowledge of jobs, and student's previous performance to ensure successful jobsite placement.

Ongoing Student Workplace Skill Development and Coaching

- a. Participate in the coordination and implementation of year-round in-class retraining workshops for students.
- b. Assist with the distribution and collection of performance reviews and student feedback forms.
- c. Assist with organization of, and attend, parent/teacher/administrator conferences as needed.
- d. Schedule and coordinate individual and group meetings with students, sponsors, and other school personnel as needed, utilizing sponsor feedback to ensure job satisfaction.
- e. Assist in guiding students through the re-employment process.
- f. Provide feedback to students on their performance and feedback to managers on each student's experience at work; meet regularly with students during advisory period.
- g. Assist with the creation, coordination, and implementation of student recognition strategies.
- h. Assist with parent/student orientations and events.

Dress Code/Attendance

- a. Manage morning check-in daily dress code and attendance checks by consistently enforcing the work dress code and policies.
- b. Manage daily CWSP attendance and prepare attendance reports.
- c. Assist with institution of controls to reduce the number of work absences.

Transportation

- a. Manage scheduling and ensure coverage of transportation routes, including daily drop-offs/pickups, team orientation, sponsor luncheons, professional development days, and other events.
- b. Track hours for paid drivers and chaperones, and submit payroll.
- c. Serve as main transportation contact, both internally and externally, manage accounts with BP Gas Credit Cards, IPASS, Metra, Pilar Yellow Bus Transportation
- d. Ensure state and city registrations, as well as biannual state safety inspections are up to date for vehicles at both schools.
- e. Drive routes/sponsor luncheon routes/ pickup students at work as needed in school vehicles.
- f. Coordinate bus use with athletics and school groups
- g. Oversee any necessary maintenance requests for school vehicles.

Salesforce Data Management

- a. Manage and administer Salesforce database for CWSP
- b. Enter student employments, update contact information, notes, etc
- c. Send daily timecards to students
- d. Track timecard completion and follow-up with students and supervisors
- e. Provide technical support to students and supervisors
- f. Work with Cristo Rey Network to further develop Salesforce database across network, test pilot applications or programs within Salesforce, attend and participate in Network trainings about platform
- g. Create reports within Salesforce to support payroll, attendance, performance reviews

Other Duties

- a. Address and enforce all school policies with an emphasis on discipline, dress code, and attendance.
- b. Perform other CWSP duties as assigned by the Interim Managing Director, Director of Vice President.

- c. Present best practices at Cristo Rey Network Conference with fellow coordinators.

Position Requirements

- Bachelor's degree from an accredited University/College, advanced degree preferred.
- Understands and accepts that Christ the King is a Catholic Jesuit school primarily dedicated to the development of its student's spiritual foundation, leadership abilities, and success in college.
- At least 2 years of experience working in an urban or Catholic school or at least 2 years of experience in corporate or HR roles.
- At least 2 years of measurable and proven success improving outcomes.
- Minimum 2 years of event management experience a plus.
- Knowledge of Microsoft Office Suites, with particular emphasis on Excel and Outlook.
- Experience using mass e-mail template applications and designing mass e-mails, or ability to learn mass e-mail template applications.
- Driver's License, proof of insurance and clean driving record
- Strong organization skills and absolutely thorough in managing tasks.

Application Procedure

All qualified applicants are invited to submit a resume and cover letter to cwsp_staffing@ctkjesuit.org

Salary is commensurate with experience. Comprehensive benefits are included in the overall compensation package.