



CRISTO REY

PHILADELPHIA HIGH SCHOOL

POSITION:	Corporate Work Study Program - Work Study Program Coordinator
REPORTS TO:	Director
SCHEDULE:	Full-time
PAY:	Salaried

Cristo Rey Philadelphia High School uses an innovative work-study program to provide a college preparatory education to students who come from families with limited financial means. All students work five full days per month at companies across the greater Philadelphia area. Through our innovative program, students gain confidence, connect the relevance of their academic coursework to future employment, acquire skills that will benefit their career, and receive unprecedented access to the professional world.

As a member of the Corporate Work Study Program (CWSP) team, this position will interact with students, school personnel, and corporate partners to execute the transformative Cristo Rey Work Study Program model.

Job Summary: The Work Study Coordinator will be responsible for supporting daily operations within the CWSP and supporting the management of the relationship between the school and its business partners (including the implementation of the program policies related to student work study placement, transportation, scheduling, timekeeping and evaluation processes).

Essential Functions:

- Assist with data management (customer relationship database and student data) and record-keeping of student employees (I-9 forms, work permits, tax forms, agreements, Department of Labor compliance and other employment related documentation)
- Assist with onboarding process for both student and supervisors
- Support planning large events such as Signing Day, Supervisor Orientation, Partner Appreciation Events, Site Visit days, and other events which involve the high school, its students, personnel, and corporate partners (executive level to supervisor level)
- Assist with the student departure process each morning (attendance, uniforms, communicate altered arrival times of CWSP vans, make-up day scheduling, etc.)
- Manage Make Up Day Process
- Support student Training
 - Assist in planning and executing the Summer Business Training Camp. This will include leading training sessions and coordinating business and student



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volunteers

- Assist with oversight and professional development of In-House Student Workers
- Assist in an administrative role of the Corporate Work Study Program as needed. This could include helping with mailings, phone calls, writing copy for promotional materials or event planning
- As needed, lend support with students including student work performance
- As needed, support partner business contacts
- As needed, transport students to and from work
- Perform other duties as assigned

Qualifications:

- Bachelor's degree, preferably in business
- Self-motivated, high-energy, engaging, can-do attitude
- Ability to work in a fast-paced, results-driven atmosphere
- Strong organizational skills and attention to detail
- Flexible, ability to change direction quickly, start-up mentality
- Reliable and punctual, able to be ready to work at 7:30am
- Ability to handle confidential information
- Technology skills desired for use of Salesforce, Power School, and Excel databases
- Sensitivity to the ethnic, racial, and religious backgrounds of the student body
- Desire to work with high school students
- Ability to work in a faith-based organization
- Valid driver's license; must be insurable with good driving record
- Strong personal alignment with the Cristo Rey Mission

If you are qualified and interested in this position, send:

- a cover letter,
- and a resume, to:

Joanna Wusinich, Esq.

Director of Work Study Program

jwusinich@crphs.org