



JOB TITLE:

Director: Corporate Work Study Program, Christ the King Jesuit College Prep

REPORTS TO:

Vice President of the Corporate Work Study Program, Cristo Rey Jesuit and Christ the King Jesuit College Prep

STAFF:

Direct Reports: Program Coordinators (3) at Christ the King Jesuit College Prep
 Chaperones & Drivers

CHRIST THE KING JESUIT COLLEGE PREP:

Christ The King Jesuit College Preparatory School is a Catholic Jesuit secondary school using the Cristo Rey model's Corporate Work Study Program (CWSP) to serve young men and women from the Austin neighborhood and surrounding communities of Chicago's west side.

Through the Corporate Work Study Program, Christ the King Jesuit College Prep makes possible the dream of a quality and affordable education for students whose families could not otherwise pay the tuition charged by private schools. Students earn a majority of their tuition costs while gaining valuable, life-changing skills and experience through jobs at Chicago area companies.

SUMMARY STATEMENT:

The Director manages day-to-day operations of the CWSP at Christ the King Jesuit College Prep. The Director of the CWSP is responsible for:

- ensuring retention of existing jobs consistent with enrollment and budget,
- overseeing the day-to-day management of the program to maximize job retention; and
- envisioning the ongoing improvement of the work program to ensure it is:
 - a recognized, quality brand within the business community;
 - an increasing benefit to student development; and
 - an efficient, effective financial support to the school

Within the Christ the King Jesuit College Prep school community, the Director represents the CWSP Team on the Administrative Team, coordinates CWSP presence on grade-level teams, and works closely with the Admissions Department to attract promising students. These efforts develop relationships and strategic connections between the students' academic efforts and their CWSP work.

PROGRAM MANAGEMENT:

The Director is responsible for ensuring systematic and timely communication with job sponsors, encouraging their involvement in school visits and events, along with leading activities that promote stronger institutional ties between job



sponsors and the school. Running a responsive and professional operation is a requirement for keeping sponsors satisfied and confident in the program. An important tool in ensuring this satisfaction is the electronic-timecard system hosted through Salesforce, on which the Director is responsible for tracking and running reports.

The Director works closely with the Vice President of the Corporate Work Study Program at Cristo Rey Jesuit High School and Christ the King Jesuit College Prep, and the Corporate Work Study Program team at Cristo Rey by coordinating the release of general information between the campuses and ensuring that school schedules, holidays, and workdays are synchronized between campuses.

The Director plays a key role in developing policies and structures for attendance, behavior, discipline, dress code, recognition, remediation, sponsor communication, student performance, student training, transportation, and ensuring a high level of quality control to ensure healthy working relationships with sponsors. Said policies and procedures are to be kept current in the Student Handbook and the Christ the King Jesuit College Prep CWSP Policies and Procedures document.

As the workplace evolves, the Director must ensure that the CWSP evolves with it. This may include initiating special projects, working with the Cristo Rey Network to identify best practices across schools, and coming up with other creative, entrepreneurial responses to issues and trends.

JOB RETENTION:

The Vice President of the CWSP works with the Presidents and CFO's of Cristo Rey Jesuit High School and Christ the King Jesuit College Prep to set annual job goals consistent with budget assumptions. The Director assists the Vice President of the CWSP in achieving the highest retention possible for corporate sponsors through effective delivery of programs and effective policy implementation.

SUMMER PROGRAMMING:

The Director manages the Summer Business Institute, (SBI) for the incoming freshman class. The Summer Training Institute is a two week training that equips freshmen with the essential tools to be a successful student at work and school. Working closely with the Vice President of the CWSP, the Director determines appropriate training courses and manages the recruitment of volunteers to assist the CWSP staff in running the SBI.

Using information collected from the Summer Training Institute, the Director oversees the student placement process, whereby each student is assigned a job sponsor based on the needs of the company and the skill-set of the student. The customized placement process is critical in maximizing student performance and job sponsor satisfaction. The Director also manages various summer initiatives, including student team orientations and the job sponsor orientation for new corporate partners.

OPERATIONS:

The Director manages the execution of the CWSP program plan for the academic year. This includes student professional development, site visits, sponsor luncheons, student performance reviews, student feedback surveys, transportation, student professional development, annual performance reviews for Program Coordinators, and developing appropriate internal controls necessary in accordance with Department of Labor regulations.



The Director is responsible for managing the total service area of the CWSP, making sure that students get to all job locations at their scheduled time. Transportation is one of the highest variable expense items for the CWSP and the Director creates an integrated and cost effective strategy for deploying students throughout the service area.

POSITION REQUIREMENTS:

- A desire to learn and be a part of the unique Cristo Rey mission, recognizing the educational value and financial importance of the work-study program
- Proven commitment to serve and connect on a personal level with Latino and African-American students and families from economically underserved communities
- At least three-to-five years of management experience in business, academic or non-profit sector with a strong track record of driving results
- Strong organizational and management skills
- Creative, flexible, and entrepreneurial attitude
- Ability to analyze and interpret data to make strategic program improvements
- An undergraduate degree is required; an advanced degree is a plus

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.