



## Director of the Corporate Work Study Program (CWSP)

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### **Cristo Rey St. Martin College Prep | Waukegan, IL**

Full-Time | Reports to: President  
Annual Salary: \$100,000–\$115,000 based on experience  
Full Benefits (PTO, subsidized Health Insurance, 401k, etc.)

This is a unique opportunity to lead a nationally recognized work-study program that transforms the lives of young people and the communities they will one day lead. The successful candidate will bring both business acumen and a servant leader's heart, joining a team committed to excellence, equity, and a faith-based mission.

We are seeking a dynamic, mission-driven leader to serve as Director of the CWSP. This entrepreneurial and relationship-centered role is vital to our school's success. The Director oversees a robust program serving 400+ students and partnering with 100+ corporate sponsors across Lake County, northern Cook County, & southeastern WI.

### **About Cristo Rey St. Martin College Prep**

Cristo Rey St. Martin College Prep (CRSM) is a Catholic, college-preparatory high school and part of the nationwide Cristo Rey Network. Located in Waukegan, Illinois, CRSM serves students of limited economic means by combining rigorous academics with a unique Corporate Work Study Program (CWSP), through which all students earn a majority of their tuition by working five days a month in professional settings.

### **The Ideal Candidate**

- Be passionate about the mission of Cristo Rey and believe in the God-given potential of all our students.
- Demonstrate a deep understanding of and commitment to working with first-generation college-bound students and families from diverse racial, cultural, and economic backgrounds.
- Exhibit strong leadership, strategic thinking, and business development skills.
- Bring experience in B2B sales, customer relationship management, and/or human resources/talent management.
- Possess exceptional communication, organizational, and supervisory abilities.
- Be comfortable representing the school publicly and building relationships across industries and sectors.
- Embrace lifelong learning and stay informed about employment trends and best practices.
- Be a faith-filled presence in the school community and participate in school events (Masses, assemblies, service days, etc.).

## **Key Responsibilities**

### **I. Leadership & Strategy**

- Set the vision and strategic direction of the Corporate Work Study Program in collaboration with school leadership.
- Hire, train, supervise, and support CWSP staff and volunteers.
- Oversee CWSP budgeting, operations, policies, and compliance.
- Participate in strategic planning and serve on the school's leadership team.

### **II. Business Partner Relations**

- Secure and retain paid student job placements to meet or exceed the annual target for student employment.
- Cultivate and maintain high-quality relationships with business partners at multiple organizational levels.
- Oversee contracting and renewals in coordination with the President and CFO.
- Develop a structured client contact and visit schedule for CWSP staff to engage regularly and meaningfully with partner organizations.
- Lead annual business partner events such as the CWSP Kick-Off, Mid-Year Meeting, and Recognition events and regularly evaluate their effectiveness.

### **III. Student Workforce Development**

- Oversee the student job assignment process, ensuring appropriate placements.
- Lead the design and implementation of a 4-year CWSP training curriculum, including the Summer Bridge Program.
- Evaluate student performance using tools such as time cards, supervisor feedback, professional standards (e.g., Purposeful Professional framework), and grading.
- Guide the coaching, retraining, and discipline process for student workers in coordination with school leadership.
- Engage and communicate with parents to ensure positive student performance.

### **IV. Operations & Compliance**

- Maintain all student work-related documentation (e.g., I-9s, W-2s, work permits, hours/days worked, compliance visits, etc.) and ensure workplace safety.
- Coordinate daily operations including student check-ins, transportation logistics, communication, attendance, and make-up days.
- Support the Business Office with CWSP billing, invoicing, and collections.

### **V. Collaboration & Integration**

- Collaborate with the Principal to align CWSP with academic calendar and curriculum.
- Ensure CWSP participation in Student Support Team meetings.
- Assist Admissions process by participating in interviews, Open Houses, and selection decisions.
- Engage with the Development Office and Alumni Office to share program impact and align messaging.

### **VI. Other Responsibilities**

- Perform other duties as assigned by the President.

## Requirements

- Bachelor's Degree or higher in Business or related major
- Demonstrated B2B Sales and/or Client Service Management experience
- Spanish language ability a plus

## To Apply

Interested candidates should send a resume and cover letter to:

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