



Position: Corporate Work Study and Internship Coordinator

Employer: Cristo Rey St. Martin College Prep - Waukegan, IL

Reports to: Director of Corporate Work Study Program (CWSP)

Schedule: Full-time Role, All Year; CWSP staff work a rotational schedule, rotating through these hours based on the day: 6:50 AM - 2:50 PM, 7:00 AM - 3:00 PM, or 10:00 AM - 6:00 PM

Established in 2004, Cristo Rey St Martin College Prep serves 400 students of limited economic means by providing a Catholic college prep education and the opportunity to work at one of our 70+ business partners. The Corporate Work Study Program, in addition to being the primary revenue source for the school, allows our students to develop professional skills and experiences while still in high school. Informative videos:

https://www.youtube.com/watch?v=T_MPcgOVFS0

<https://www.youtube.com/@cristoreyst.martin518>

Position Description:

As a member of the **Corporate Work Study Program** team, you will manage relationships with our corporate business partners and with our students assigned to those business partners. You will also facilitate the logistics of their work experience to enhance learning and growth from our business partners. Over the summer our focus is on freshman assessment, training, and matching students to roles in our business partners.

Essential Functions:

- Manage a portfolio of corporate business partners and CRSM students • Proactively communicate with business partners via phone, email, and onsite visits to ensure customer satisfaction, enhance CRSM's reputation, and to support student learning. Approach work with a focus on identifying and addressing challenges before they become issues.
- Help identify paths for expansion within your business partner portfolio.
- Assist with student worker morning check in and afternoon arrival on a rotating basis.
- Document communication and activities (job descriptions, business partner norms and schedules, student attendance, time cards, dress code violations) to support the daily operational needs of the Corporate Work Study Program.
- Meet with students, staff, business partners, and parents in a timely fashion to address any motivation or performance based issues.
- Coach student workers for professional success to retrain any students whose work is not satisfactory.
- Additional projects as assigned including student training, event planning, business partner development, route planning, summer worker payroll.
- Attend occasional school events in the evening/weekend and coordinator meeting annually.
- Assist in management of Corporate Work Study Program volunteers.

- Prepare and process necessary paperwork, onboarding requirements, tax forms, documentation, and work permits for student workers.
- Transport students to and from work as needed.
- Obtain PACE certification within the first two months of employment. for occasional student pick-ups.

Required Qualifications:

- Bachelor's degree in Psychology, Human Services, or related field.
- 1-2 years of work experience in a related field.
- Focus on providing excellent customer service to students, parents, and business partners.
- Ability and desire to effectively communicate and build relationships with a wide variety of stakeholders including corporate managers and high school students with diverse backgrounds
- Ability to work independently in a fast-paced environment
- Organized and technologically savvy (Salesforce/CRM, MS Office, Google Apps/Drive, Powerschool).
- Entrepreneurial attitude and willing to do what it takes to improve business partner and student experiences.
- Valid Illinois license, acceptable driving record, and willingness to obtain PACE van certification for occasional student pick ups.
- Committed to work within the Cristo Rey model and support our unique mission.

Preferred Qualifications:

- Spanish fluency required.
- Account management or sales – especially in search or staffing.
- Talent development, training, L& D, and/or recruiting experience.
- Experiential learning, service learning, internship or work study experience.
- Career coaching and advising experience.
- Event planning and management experience.
- Public speaking skills.
- Online classroom teaching experience and/or curriculum development.
- Website development or management.
- Experience as a mentor or leading mentoring programs.

Comprehensive benefits package and 15 PTO days plus paid time off in December and March and 12 holidays.

Please send a resume to: Lori Oportobell, Director of Operations - CWSP @ lorioportobell@cristoreystmartin.org.