



Cristo Rey Jesuit High School – Position Description

Job Title:

Corporate Work Study Program Client Relations

Manager

Reports To:

Director of Corporate Work Study Program

Location:

2924 4th Ave S., Minneapolis, MN 55408

FTE/Classification: Full Time, Exempt

Primary Functions: The Corporate Work Study Program Client Relations Manager manages certain assigned relationships between the school, corporate partners, students and families and assists in the coordination, support and operation of the transformative Corporate Work Study Program.

Organization Summary

Cristo Rey Jesuit High School (CRJHS) is a rapidly growing high school located in the Phillips neighborhood of south Minneapolis. Our mission is to serve and educate under-resourced students and families in the Jesuit tradition as a Catholic, College and Career Preparatory School. CRJHS serves 500 students with 65 employees and a budget of approximately \$6.5 million.

CRJHS is part of an expanding national Cristo Rey Network where each student works one day per week in an entry-level corporate job to develop technical and professional skills while earning half the cost of their education. There are currently 38 similar high schools across the country, with additions each year. Collectively, the Network serves over 12,000 students in high school, with over 11,000 graduates in college. The Network goal is for 70% of graduates to achieve a college degree within six years of high school graduation.

Goals for the Corporate Work Study Program:

1. 90% of student jobs will be paid or underwritten annually
2. 95% Retention of Jobs
3. 98% of students meeting or exceeding workplace performance expectations

Student Performance/Coaching:

1. Provide direct support to students through positive reinforcement and constructive interventions to help ensure continuous improvement in professional skills and work performance
2. Meet individually with students at their worksite to ensure students are in a safe work environment, to address any workplace issues, to motivate them to give their full potential to the job and record these conversations in student database.
3. Prepare, distribute, collect and analyze student and sponsor survey feedback – sponsor averages, student averages, year to year performance comparison
4. Provide direct supervision and support to students who are working from home and in our Remote Work Hub based on a collaborative team staffing schedule
5. Assist with CWSP efforts to involve families including updates on work performance, attending family meetings, and coordinating CWSP presence at conferences.
6. Collaborate with the Academic department on the design and implementation of the 4-year CWSP curriculum

7. Assist with planning and execution of professional development pre-employment training to prepare all new students to be successful at work.
8. Collaborate to track student behavior, attendance and work effort and grade students accordingly.
9. Provide professional development and coach students that are terminated from their CWSP job or not performing to expectations.
10. Coordinate support for student illness or emergency while at work.
11. Provide safety training for all students under the age of 16 in compliance with Department of Labor requirements
12. Provide CWSP representation as an active member of interdepartmental committees, initiatives, school-wide supervision staffing plan for day to day and event needs, etc.
13. Address and enforce all school policies.

Corporate Partners Relations:

1. Manage the annual renewal of each corporate partner in assigned portfolio
2. Manage all aspects of partnerships within portfolio in a solution-oriented, supportive way demonstrating excellent customer service to partners and students; always looking for opportunities to deepen professional relationships/partnerships and capacity-build
3. Collaborate with CWSP Director to onboard new CWSP partners
4. Coordinate primary contact functions including updating databases, regular phone calls and emails, corporate site visits, and student work performance evaluations.
5. Create and provide tools and training to help supervisors foster continued student development at work.
6. Manage email database for all site supervisors and communicate regular bulletins/newsletters.
7. Assist in other partner related activities such as recruitment and retention, Supervisor Orientations, Supervisors Luncheons, and Supervisor Seminars.

Data Management & Administrative:

1. Compile assessment and evaluation data based on school and Cristo Rey Network needs.
2. Prepare and file I-9, W-4 forms, and work permits for students.
3. Coordinate holiday and summer work addendums for students and employers.
4. Have of knowledge of or willingness to become proficient using Work Study Force/Salesforce
5. Support team efforts and engage the team in maintaining accurate student, partner, supervisor, family, etc. information in school databases (i.e. PowerSchool, Work Study Force/Salesforce, Google Drive records)
6. Organize and archive safety training data and documentation in accordance with Dept. of Labor guidelines and Cristo Rey Network guidelines
7. Active engagement in Network driven professional development.

Operations:

1. Foster relationships with faculty and staff.
2. Other duties as assigned by CWSP Director.
3. Support transportation of students to and from work as needed for emergencies.
4. Assist in planning and execution of student and client celebrations and other special events with Corporate Work Study Team.

Requirements

- Bachelor's degree
- Microsoft Office Suite, including Outlook with particular expertise in Excel
- 3-5 years of experience working in a corporate environment
- Demonstrated knowledge of business etiquette
- Commitment to actively engage in school wide Diversity, Equity and Inclusion efforts
- Flexibility in work schedule to include some evening and weekend work
- Ability to drive with a good driving record
- Ability to connect with culturally and linguistically diverse students and their families
- Excellent communication skills (verbal, written, presentation)

Preferred Qualifications

- Understanding of Catholic Education
- Demonstrated ability to work with a diverse workforce
- Complete Virtus training, sign a Code of Conduct, and pass a background check

Additional Information

CRJHS is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans' status, Aboriginal/Native American status or any other legally protected factors. Disability-related accommodation during the application process is available upon request.

Salary commensurate with experience. Benefit package includes: health, dental, life, short-term and long-term disability insurance, 401k, and generous paid time off and holidays.

This position requires interaction with faculty, staff, students and visitors.

Employees in their first three years of employment will participate in Ignatian Identity cohort meetings held every six weeks with the Director of Jesuit Mission and Identity to learn more about and engage with Jesuit and Ignatian values and spirituality. Also, they will attend the Ignatian Retreat for New Employees during the summer after their first year of employment, with expenses paid by the school. This workshop focuses on the importance of reflection on experience, Ignatian guiding principles, and the spirituality that animates Jesuit (Ignatian) education.

To apply: send cover letter, resume and salary requirements by email to Kesiah Kolbow, Director Corporate Work Study at kesiahkolbow@crstoreytc.org