

CRISTO REY ST. MARTIN COLLEGE PREP

Is seeking a dynamic, entrepreneurial leader to head its innovative and successful Corporate Work Study Program. As a member of the school's leadership team, the Director will be part of senior management and have a voice in charting the course of the school. Direct responsibilities include four full-time staff, some volunteers and 400 student-workers employed at 100 FTE jobs across Lake County, Northern Cook counties in Illinois and in parts of southeastern Wisconsin. Headquartered in Waukegan, IL, CRSM is one of the leading high schools in the nationwide Cristo Rey Network. Salary to \$80,000 based on experience.

The ideal candidate will:

- have a passion for the CRSM mission
- demonstrate a successful track record in business-to-business services, customer service and/or human resources/talent management
- possess successful managerial experience
- be an active participant in school events such as masses, service days, assemblies, etc.
- be a willing faith leader within the school community
- possess excellent organizational, communication, and supervisory skills
- serve as a leading representative of the school in public settings
- be creative and entrepreneurial to ensure the best stewardship of school resources
- remain committed to being a lifelong learner especially in the area of business administration, customer service, and human relationships

CORPORATE WORK STUDY PROGRAM

CORPORATE WORK STUDY PROGRAM DIRECTOR

(1 FTE) Reports to: President

The Director of the Corporate Work Study Program is responsible for the overall operation of the Corporate Work Study Office. The Director manages all work-study activities including setting overall policy, strategy, operations, administration and budget for the CWSP, as well as assisting the President and Director of Development in procuring new student jobs. Specific responsibilities include:

- Hire and supervise CWSP Staff of four FTEs and 3-4 PT Volunteers.
- Provide direction and ensure that all staff work toward overall program goals.

- Participate in the job procurement and job expansion process, ensuring that the school meets or exceeds its “paying jobs” goal each year, especially in the area of job expansion with existing Job Sponsor companies.
- Oversee the assignment of students to job placements.
- Ensure positive and effective relationships with key people within multiple organizational levels at Job Sponsors, oversee the CWSP staff’s relationship with current Corporate Sponsors by assigning them to develop and maintain some of these relationships at each sponsoring firm.
- Utilize appropriate database applications and coordinate with other departments such as school administration, Alumni support, and Development Office.
- Develop a schedule of staff visits to corporate sponsors and a strategy for strengthening the school’s relationship with each sponsor.
- Develop and oversee the implementation of the work-study training program throughout the four years of high school, delegating responsibilities as needed to other CWSP staff, including the CWSP portion of the summer Bridge Program and SMU trip.
- Oversee the coaching and retraining of student workers as needed.
- Oversee parent orientation program.
- Review student time cards, performance evaluations - conduct interviews of corporate sponsors to ascertain ways to improve student preparation and performance. Utilize the Purposeful Professional framework to standardize guide communication, messaging with students and supervisors.
- Maintain all student records related to the Work Study Program by collecting and maintaining files with all work- related documentation such as work permits, I-9, W-2, SSN information, and other information as required by law.
- Coordinate with the Principal and Assistant Principal opportunities to integrate the CWSP experience with academic curriculum.
- Assist the Principal and Leadership Team in the creation of the academic calendar so that the required number of classroom hours and work hours are distributed appropriately.
- Work with the Principal, Dean of Students and Assistant Principal and Discipline Committee to address student discipline and other issues that concern both the academic and CWSP levels, including CWSP participation with the Student Support Team.
- Assist with the Admissions process, including interviewing prospective students, participating in Open Houses and Information Sessions and selecting students for enrollment; delegate staff as needed to participate process.
- Work with Sponsors to ensure students’ safety in the workplace.
- Maintain open communication with staff, student workers, sponsors and parents in order to respond to issues and concerns.
- Provide a yearly evaluation of all CWSP placements.

- Address and enforce all school and work program policies.
- Oversee the process by which students receive grades for their participation in the work-study program.
- Coordinate the Ignatian Volunteer Corps relationship and other CWSP volunteers.
- Manage Morning Check-in Routine.
- Organize/Manage/train drivers, establish efficient transportation routes.
- Verify absences with school office and Parents/Guardians.
- Notify sponsors when students are absent.
- Assist the Business office in the invoicing and collections of CWSP partner payments.
- With the President and Principal assess the need to postpone or cancel CWSP due to weather and other emergencies as needed.
- Participate in on-going Strategic Planning with President and Leadership Team.
- Perform other tasks as assigned by the President.

Interested Candidates should send resumes to Preston Kendall at:

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