



<b>POSITION:</b>	Managing Director of Cristo Rey Jesuit Corporate Work Study Program
<b>CLASSIFICATION:</b>	Exempt
<b>SCHEDULE:</b>	Full Time

Cristo Rey Jesuit High School in Milwaukee is a private, Catholic, Jesuit high school serving students of diverse backgrounds living in Milwaukee, WI whose educational options are financially limited. Cristo Rey Jesuit's mission is to provide an affordable Catholic secondary education with a college prep curriculum and Corporate Work Study Program to prepare graduates for success in college, work, and life. The Corporate Work Study Program (CWSP), is a unique program offered to students who attend the school. A separate corporation, it trains the students for entry-level employment, and markets their services to local corporate clients. Cristo Rey Jesuit Corporate Work Study Program will open to students in August of 2015 and grow as the school grows to full enrollment.

#### **Overall Position Description:**

Cristo Rey Jesuit High School in Milwaukee seeks an energetic, experienced professional to direct and successfully grow the Corporate Work Study Program with a strong desire to coach and train urban young people. The Managing Director oversees all work study activities, including overall policy, job procurement strategy, operations, administration and budget. The Director demonstrates a strong skill set to develop and manage a variety of projects from visioning to implementation. The Director is a member of the school's leadership team and works collaboratively with the school to meet the objectives of the school and work program. This position reports to the Cristo Rey Jesuit Corporate Work Study President.

**JOB SUMMARY:** The Director of Corporate Work Study is responsible for

- (1) Securing work-study jobs for all enrolled students at local companies
- (2) Overseeing the placement, training, supervision, transportation and evaluation of our students at these firms.
- (3) Owning and nurturing the relationship with the corporate sponsors with the goal of renewing sponsors for the following year
- (4) Supervising staff and volunteers.
- (5) Overseeing all matters of legal compliance
- (5) Ad hoc projects assigned by the President.

#### **ESSENTIAL FUNCTIONS**

##### **Cristo Rey Jesuit Corporate Work Study Program , Inc.:**

- Serves as Director of the 509a3 Public Charity which contracts with sponsors to employ students in Cristo Rey Jesuit High School's Work-Study Program
- Oversees all financial activities for the Work-Study program and Public Charity, including preparing budget, contracting with sponsors, approving payroll, accounts receivable and accounts payable, and remitting Work-Study sponsor fees

- Hires and supervises all staff in the Work-Study Program

#### **Corporate Partner Administration:**

- Develops and maintains relationships with potential and existing corporate partners of Work Study positions in order to acquire and retain work study placements for all students.
- Supervises and guides the Program Manager, who administers the daily operations and coordinates interactions between the student workers and corporate partners employers in the Work-Study program
- Serves as coordinator to the Work Study Board of Directors to identify new, highly connected members to assist in identifying, and generating qualified leads for new job opportunities for the student workers.
- Using a tight rubric for evaluation, conduct a minimum of two site visits per year with each client, with the goal of gaining knowledge about the value our students add to their business and how we can improve our service.
- Develop a comprehensive sponsor orientation manual and oversee the delivery of high-quality orientations to each new and existing sponsor.
- Develop a schedule to regularly shadow students as a means of better understanding our performance and value in the workplace.
- Due to unexpected attrition with the clients, have back-up positions identified to move students into new positions at new or existing clients.

#### **Student Oversight:**

- In collaboration with the Principal, approve students for admission and dismissal and oversee Corporate Work Study component of the admissions process
- Provides oversight of the development and implementation of the program policies related to student work study placement, scheduling, timekeeping and evaluation processes
- Provides oversight of the development and implementation of the annual Summer Institute job preparation/training program for new students
- Oversee the placement of student workers in consultation with the work-study staff and key school staff.
- Establish and continuously improve the process of obtaining continuous feedback from students on their experience at work.
- Develop a comprehensive retraining program for students who are dismissed from their work position.
- Develop an on-going training program for students to continuously upgrade their skills (hard & soft) recognizing that there are time constraints for delivering the content. This will require a creative and innovative approach.
- Maintains student data on job placement and performance.

#### **Transportation:**

- Supervise the transportation program to transport students to up to 100 job sites around the greater metropolitan area daily
- Makes decisions regarding the hire, supervision and dismissal of seasonal van drivers

- Determines van routes and assigns drivers to routes
- Ensures vans are maintained and serviced for optimum safety and efficiency

### **Legal Compliance**

- Oversees I-9 form documentation and E-Verify (if mandated in particular state)
- Maintains documentation for Department of Labor ruling compliance
- Handles other issues as advised by the President

### **Leadership:**

- Reports to the President, serves as a member of the Management Team along with the Principal, Vice President for Strategic Growth, Business Manager, Admissions Director and Development Director; provides input to the President on operations, policies, budget and other issues
- Represents Cristo Rey Jesuit Corporate Work-Study, Inc. on various school and Board of Director committees
- Implements directives of the Board as delegated by the President

### **MINIMUM QUALIFICATIONS:**

#### **REQUIREMENTS:**

- Bachelor's Degree in Business, Finance or related field ; Masters preferred.
- Minimum 5 years experience in sales and business administration, including staff supervision.
- Commitment to the Mission and Values of CRHS.
- Successful leadership and management experience.
- Excellent written and oral communication skills.
- Knowledge of Microsoft Office and database management.
- Ability to effectively manage, lead and motivate staff members. Thrives in a team focused environment.
- Desire to work in a fast-paced start-up organization
- Creativity and entrepreneurial attitude
- Sensitivity to the ethnic, racial and religious backgrounds of the student body.
- Must have knowledge of Catholic faith, beliefs and practices.
- Bi-lingual (English/Spanish) is helpful but not required.
- Personal alignment with Cristo Rey Jesuit High School's Catholic and Jesuit mission.

#### **To apply for this position:**

If you are qualified and interested in this position, send:

- a letter stating personal intent,
- a comprehensive resume, to:

Andrew Stith, President

[andrew.stith@marquette.edu](mailto:andrew.stith@marquette.edu)