

## **ASSOCIATE DIRECTOR OF CORPORATE WORK STUDY PROGRAM**

Cristo Rey San Diego High School seeks a mission-driven, innovative, collaborative, and community-centered Associate Director of the school's Corporate Work Study Program. The Associate Director will manage the day-to-day operations of the program.

### **About the School:**

Cristo Rey San Diego High School is a private, college-preparatory high school located in Southeast San Diego. The school is a member of the Cristo Rey Network<sup>®</sup> of high schools, the only network of high schools in the country that integrates four years of professional work experience. Comprised of 38 faith-based, college and career preparatory schools that today serve over 12,000 students across 24 states and collectively claim more than 20,000 graduates, Cristo Rey schools deliver a powerful and innovative approach to inner-city education. Cristo Rey schools equip students from families of limited economic means with the knowledge, character, and skills to transform their lives. Students of any faith, race, color, gender identity, sexual orientation, and national and ethnic origin are welcome at Cristo Rey.

Cristo Rey San Diego High School students are employed by the affiliated Cristo Rey San Diego Corporate Work Study Program, Inc. (CWSP) and are required to spend five days each month engaged in a professional work assignment. The CWSP is a unique feature of the Cristo Rey model. The Cristo Rey CWSP is an employment agency that trains students for entry-level employment and markets their services to local companies, enabling all students to earn a large portion of the cost of their education through a job-sharing partnership with their classmates to cover full-time positions. Through the CWSP, Cristo Rey San Diego High School students provide a valued service to some of the most prestigious companies in San Diego, where they will also find mentors and forge the networks fundamental to their future success. CWSP participation is a critical component of every Cristo Rey student's education, a connection that is made explicit through a curricular that bridges a student's corporate and classroom experience.

### **Key Responsibilities:**

- Cultivating a customer relationship management approach to client service
- Planning and execution of CWSP pre-matriculation training for incoming students and creating a professional mentorship framework that emphasizes workplace skill development (technical and noncognitive) to ensure student employability and success at work
- Collaborating with the principal and school faculty to deepen curricular connections between what students learn in the classroom, and in the workplace, improving performance in both settings
- Developing and enforcing policies and structures to ensure a high levels of student performance, programmatic quality control and healthy client relationships
- Supervising the effective client placement of student workers and associated work schedules
- Communicating with corporate partners and managing timecards and semi-annual student worker performance evaluations

- Coordinating the safe and timely transportation of student workers to client sites
- Maintaining compliance with all legal, safety and employment requirements (Federal, State, and local) for the work study program, as well as employment agreements with clients

**Qualifications and Skills:**

- Proven commitment and ability to serve and connect on a personal level with a diverse and dynamic group of students, families, faculty, staff and other stakeholders that comprise the Cristo Rey community
- Persuasive communication style, with excellent interpersonal, written and verbal communication skills
- Exceptional organizational and management skills
- Ability to problem solve and work collaboratively in a rigorous workplace environment
- Familiarity with Salesforce or other customer relationship management software a plus
- Ability to generate reports and maintain accurate and confidential records
- Ability to analyze and interpret data to make strategic program improvements
- Demonstrated commitment to a faith-based education
- A desire to learn and be part of the unique Cristo Rey mission, recognizing the educational value and financial importance of the work study program
- Fluency in Spanish preferred, but not required
- Three years of business experience preferred
- Bachelor's Degree required

**Equal Opportunity Employer:**

Cristo Rey San Diego is an Equal Opportunity Employer. All employment decisions, policies, and practices are made in accordance with applicable federal, state and local anti-discrimination laws. Cristo Rey San Diego will not engage or tolerate unlawful discrimination on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, age, disability or handicap, sex, marital status, citizenship, veteran status, sexual orientation, genetic information, or any other characteristic protected by applicable federal, state or local laws.

**To Apply**

All qualified applicants are invited to submit a resume and cover letter to [segge@cristoreysandiego.org](mailto:segge@cristoreysandiego.org). Salary is commensurate with experience. Benefits are included in the overall compensation package.