



## **CORPORATE WORK STUDY PROGRAM COORDINATOR**

**Reports to:** VP Programming Corporate Work Study Program

**Overview:** As a member of the Cristo Rey Network of schools, our school operates a unique Corporate Work Study Program (CWSP) where every student works 5 days a month in a professional environment to help pay for the cost of their education, thus keeping tuition affordable. We are firmly committed to preparing our students for college by providing an academically rigorous program in a safe environment. We are looking for a dynamic individual who is dedicated to urban education to join our dedicated CWSP team and develop our students' professional and personal skills and assist with the operations of the program. Please visit our website at [www.verbumdei.us](http://www.verbumdei.us) to learn more about Verbum Dei and our Work Study Program.

### **Major Duties:**

- Manage Corporate Partner accounts and the students assigned to each placement
- Assist with transportation logistics, including driving students to and from work
- Oversee the distribution and collection of insurance certificates to and from Corporate Partners
- Collaborate with parents and Verbum Dei administration to ensure student success
- Assist with student training during CWSP Readiness Course
- Perform other duties as assigned

### **Minimum Qualifications:**

- Bachelor's degree
- Biliterate in Spanish
- Knowledgeable in Microsoft Office Suite
- Knowledgeable, sensitive, and inclusive of all cultures, in particular those served by Verbum Dei and of the local community
- Demonstrate ability to work on a team that requires humility, integrity, tolerance, a desire for continuous improvement and openness to feedback

### **Desirable Qualifications:**

- Experience working with high school students and inner city youth
- Prior background and experience in Customer Service, Education or Office Management
- Mission-oriented to provide a quality education in a Catholic setting

**Additional Duties:** Additional duties include fueling a fleet of vans and compliance with Department of Labor laws. Verbum Dei also strongly encourages all of its faculty and staff to actively participate in the spiritual and co-curricular aspects of the school.

Interested candidates should submit cover letter and resume to Cristina Cuellar at [ccuellar@verbumdei.us](mailto:ccuellar@verbumdei.us).