Position Title: Senior Program Manager, Corporate Work Study Program at Cristo Rey Jesuit High School | Student Training Lead

Reports to: Vice President, Corporate Work Study Program

Mission Statement Cristo Rey Jesuit High School provides a Catholic, college preparatory education and professional work experience to students from Spanish speaking families with limited financial means.

Summary of Responsibilities

A critical function of the Senior Program Manager is to strengthen student workforce readiness, with the purpose to better prepare our students for success in the Corporate Work Study Program (CWSP) and in the 21st century knowledge-based workforce.

The Senior Program Manager will be a key contributor to the development and execution of Cristo Rey’s strategic plan for the CWSP, coordinating activities that:

1. Clarify and strengthen the relationship between academics and CWSP, ensuring that workplace experiences complement curricular experiences and contribute to student growth and development.
2. Align CWSP training with employer needs, positioning students to add continued value to partner organizations and positioning CWSP as a talent pipeline for Chicago companies.

The Senior Program Manager will have a chance to build on established fundamentals while creating new programs. At its core, the CWSP is an entrepreneurial effort that demands constant refinement and innovation. The program is both a service business and an educational endeavor. The Senior Program Manager will help in continuing the success of this venture, collaborating with faculty and administrators, preparing our students as they are introduced to the corporate work world, and building relationships with professionals at our corporate partner sites.

The ideal candidate will have teaching/curriculum development experience, excellent communication and people skills, coupled with a strong organizational aptitude. He or she will be motivated by the Catholic/Christian/Jesuit mission of the school and its impact on the Chicagoland area.

Responsibilities:

1) Summer Business Training Curriculum
   a. Lead the planning and execution of Summer Business Training, a two-week mandatory professional skills boot camp for incoming freshmen; develop and/or optimize workshops, including the creation and revision of lesson plans.
   b. Prepare a summary of student workers’ skills/abilities at the end of summer training to be provided for employers at the beginning of the school year.
   c. Evaluate workshops annually to determine the need to modify and elevate the program in order to meet corporate partner demands.
   d. Identify opportunities to integrate academic curriculum into summer training courses.

2) Professional Development of Student Workers
   a. Lead the planning and execution of CWSP Orientation programming for new and returning students.
   b. Analyze student performance data to identify skill/knowledge gaps and determine the necessary training to build students’ job skills.
c. Oversee coordination and implementation of year-round training workshops for students, in-school and offsite.

3) Academic Curriculum-Work Program Integration
   a. Serve as the Co-Lead for Academic & CWSP integration; determine path forward for school to better integrate technology skills and advanced writing school-wide.
   b. Manage initiatives to improve faculty understanding of the student worker experience and foster methods to reinforce experiential learning in the classroom.
   c. Research relevant job training opportunities for students that provide academic enrichment and practical application at work.

4) Student Placement and Job Coaching
   a. Assist in the formation of student teams and job assignments based on student and sponsor requests, student skills and personality assessments, sponsor job descriptions, and student’s previous performance to ensure successful jobsite placement.
   b. Coordinate the analysis of student performance reviews, time card data, and feedback surveys.
   c. Meet with portfolio of students during advisory periods to understand CWSP experience and provide job coaching.
   d. Assist in guiding students through the re-employment process, as needed.

5) Sponsor Relations
   a. Serve as a primary contact for assigned portfolio of job sponsors—this includes making regular phone calls, e-mails, and office visits; updating databases; responding to evaluations.
   b. Serve as a point person for students and sponsors regarding make-up days and holiday work-days, overseeing the collection of forms and recording of data associated with these days.
   c. Identify and resolve issues with students and corporate sponsors in a timely manner by engaging staff and leveraging all resources available to the school and work program.

6) Other Duties
   a. Address and enforce all school policies with an emphasis on discipline, dress code, and attendance.
   b. Manage morning check-in: daily dress code and attendance checks, daily announcements, and bus dismissal.
   c. Assist with the creation, coordination, and implementation of student recognition strategies.
   d. Transportation: assist with morning/afternoon transportation as needed; drive routes/sponsor luncheon routes/pick up students at work as needed in school vehicles.
   e. Organize and attend parent/teacher/administrator conferences as needed.
   f. Perform other CWSP duties as assigned by the CWSP Vice President.

Position Requirements:
- Bachelor’s degree from an accredited university/college, advanced degree preferred
- Understands and accepts that Cristo Rey is a Catholic Jesuit school primarily dedicated to the development of its student’s spiritual foundation, leadership abilities, and success in college
- At least 5 years of experience working in education or a related field; experience in the classroom or with curriculum formation strongly preferred
- Spanish language proficiency preferred
- Knowledge of Salesforce and Microsoft Office Suite, with particular emphasis on Excel and Outlook
- Strong strategic aptitude, innovative mindset and absolutely thorough in managing tasks
- Valid Driver’s License

Application Procedure
All qualified applicants are invited to submit a resume and cover letter to cristorey.staffing@gmail.com