



CRISTO REY COLUMBUS HIGH SCHOOL PROFESSIONAL WORK-STUDY PROGRAM COORDINATOR

Who We Are

Cristo Rey Columbus High School, in Columbus, Ohio, opened in August 2013 and is part of the national Cristo Rey Network. Cristo Rey Columbus is a Catholic, college-preparatory high school for students of all faiths from families of limited financial means. It is co-educational and serves students of diverse backgrounds. We help our students grow intellectually, academically, spiritually, socially, and morally. Our Professional Work-Study Program (“PWSP”) is an integral part of our strategy. It is our aspiration that all of our students graduate from high school and college and become the future leaders in the public and private sector, corporations, service organizations, their own faith institutions, and the community at large. To learn more about us, visit www.cristoreycolumbus.org.

Who We Are Looking For

We are seeking a skilled educational leader who is passionate about the Cristo Rey mission. This position is part of the PWSP department and will report to the Associate Director of PWSP. Generally, the Professional Work-Study Program Coordinator will be responsible for building strong relationships with students as a job coach, coordinating the daily operations of the PWSP, and interacting with the supervisors at the students’ worksites.

Basic Requirements

- A Bachelor’s Degree.
- Education experience (either teaching or administrative) is preferred.
- Excellent organizational skills with strong attention to detail.
- Excellent verbal, written, and interpersonal skills.
- Ability to work in a fast-paced work environment and be a self-starter.
- Sensitivity to the ethnic, racial, and religious backgrounds of the student body.
- Proficient in Word, Excel, PowerPoint, and database management.
- Commitment to the mission of the school and the Cristo Rey Mission Effectiveness Standards.
- Valid driver’s license.
- Compliance with BCI background checks and completion of Protecting God’s Children program.
- Please note: Unlike faculty positions at Cristo Rey Columbus, the PWSP Coordinator position is year-round; the work-study office will remain open during spring and summer break periods.

Essential Duties and Responsibilities

1. Student Formation

- Assist in development of curriculum and coordinate the student Summer Business Training Program.
- Assist in coordinating orientations and/or events for parents, students, and supervisors.
- Assist with the formation of student teams and job assignments.
- Develop, coordinate, and implement student and Business Sponsor recognition strategies.
- Assist with daily check-in/check-out procedures with respect to students' departure for and arrival from worksites.
- Manage and record daily PWSP attendance; report absences to supervisors; and communicate with students, parents, and supervisors to reschedule missed workdays.
- Collect, organize, and respond to feedback on daily timesheets submitted by Business Sponsors.

2. Performance Reviews / Student Coaching

- Manage student performance reviews.
- Develop and maintain a job coach relationship with students, including but not limited to: meeting with students to review supervisor feedback and evaluations; addressing student questions and concerns; shadowing students at the worksite to identify and address performance issues; and working with students who have been terminated from their jobsite to help them reflect on performance, hone professional skills, and transition into a new work-study assignment.
- Create and deliver daily professional development "mini sessions" to be given to students before they leave for work each morning.

3. Business Sponsor Relations

- Support PWSP Director and Associate Director in managing relationships with Business Sponsors, including but not limited to: making regular phone calls, e-mails, and worksite visits; updating databases; and responding to Business Sponsor feedback and evaluations.
- Provide regular and timely updates on any issues regarding student placements with Business Sponsors.
- Coordinate and/or assist with other activities involving students and Business Sponsors.

4. Transportation

- Assist PWSP Director, Associate Director, and other PWSP Coordinators with communications regarding transportation partners.

This summary does not necessarily describe all job duties and responsibilities.

Application Procedures

If you have the required background and a passion for the mission of this school, we invite you to apply. We request a cover letter explaining why you feel you are a match for this unique position. Please e-mail your resume and cover letter: kmutchler@crstoreycolumbus.org. Cristo Rey Columbus High School will not discriminate on the basis of race, color, national or ethnic origin in the hiring of its certified or non-certified personnel.