



CRISTO REY
JESUIT

COLLEGE PREPARATORY SCHOOL OF HOUSTON

Director, Corporate Work Study Program

Who we are: Cristo Rey Jesuit College Preparatory School of Houston is a 9-12 learning community that educates students of limited economic means to become men and women of faith, purpose, and service. All students at Cristo Rey Jesuit (CRJ) participate in the Corporate Work-Study Program (CWSP) as an integral part of their educational experience. Students are employed by the school's subsidiary employment agency, Cristo Rey Work Study Program, Inc., and spend five days each month engaged in a professional work assignment at one of the 130 partner companies throughout the Houston area.

Who YOU are: We are seeking a dedicated, intellectually curious and mission driven individual who is open to growth and wants to be part of our community. An ideal candidate should have an appreciation of the school's mission and a commitment to the values of Catholic education and be comfortable modeling an active and inspiring faith life for all in the community.

The Job: The Director of the Corporate Work-Study Program (a.k.a. President & CEO of Cristo Rey Work Study Program, Inc.) is primarily responsible for leading all aspects of the Program, and will have primary responsibility for planning, managing, and executing all related activities. The Director will collaborate closely with the school leadership team, especially the principal, on a wide variety of organizational decisions and will report directly to the school's President.

Responsibilities: Core duties and responsibilities include the following. Other duties may be assigned.

Corporate Relations and Job Procurement

- Administer the school's Corporate Work-Study Program through sourcing, procuring, and coordinating job placements
- Design, lead, and execute strategies for new client acquisition, retention and growth.
- Ensure annual CWSP employment benchmarks and revenue goals are met
- Work in collaboration with the CRJ President, CWSP Committee (Jobs Board) Chair and the CWSP Committee (Jobs Board) of the Board of Trustees.

Program Operations

- Oversee CWSP billing and contracting services.
- Maintain compliance with all Federal, State, and local entities.
- Oversee and maintain an accurate and fiscally responsible CWSP budget
- Supervise, evaluate, and manage the duties of the CWSP staff to ensure an office culture that prioritizes operational efficiency and client satisfaction.
- Coordinate all CWSP marketing material with the School Marketing Dept.

Student Training and Performance

- Collaborate with the Principal to incorporate the curriculum that emphasizes workplace skill development
- Lead the CWSP team in planning student job preparation.
- Organize orientations and collaborate with site supervisors to support students and ensure student success in the workplace
- Oversee student grading system for CWSP
- Lead a data-driven continuous loop of program evaluation and improvement

Transportation and Logistics

- Oversee CRJ's transportation program for transporting student-workers to and from their job sites

School and Network Collaboration

- Foster the general morale of CWSP staff.
- Collaborate with the Admissions Department to promote and answer questions regarding the CWSP experience for prospective students and their families
- Partner with school leaders, parents, and counselors on issues of student attendance, behavior, and socio-emotional support

Education and/or Experience:

- Bachelor's degree from four-year college or university in business management or education management
- 5-10 years related experience in management role;
- Master's degree preferred
- Demonstrated success in corporate or non-profit sales and management, including customer relations management, is preferred.
- Commitment to faith-based education and holistic student development

To Apply

Candidates for this position must visit our website for the full job description and instructions on how to apply. Inquiries, resumes or cover letters submitted by any other means, will not be considered. <https://cristoreyjesuit.org/job/director-corporate-work-study-program/>

Cristo Rey Jesuit College Preparatory School of Houston and Cristo Rey Jesuit Corporate Work Study Program, Inc. are equal opportunity employers.

