

**Job Title: Manager, Student Training and Development**

**Department:** Corporate Work Study Program (CWSP)  
**Reports to:** Vice President, Corporate Work Study Program

**Classification:** Exempt  
**Schedule:** Year-round

A cornerstone of Cristo Rey Jesuit High School is its Corporate Work Study Program (CWSP). Through partnerships with almost 200 companies/organizations in the Chicagoland area, students work one day per week in an office environment. This educational model enables students to develop career readiness/leadership skills, cultivate a professional network, add real business value, and support the cost to attend a private, college-preparatory, Catholic high school.

**The Manager of Student Training and Development is an instructional leader that supports students' workforce readiness, with the purpose to better prepare them for success in our Corporate Work Study Program (CWSP) and in the 21<sup>st</sup> century knowledge-based workforce.** This person will develop and deliver academic curriculum, with a lens towards constantly improving our students' leadership and professional success.

To be successful in this role, you will bring strong instructional expertise, preferably in an educational setting. You should be eager to stay on the cutting edge of new educational technologies and teaching methods. You are someone who enjoys fostering youth development, interacting with students, and using student data to improve individual and course learning goals.

As a member of the CWSP team, this position also supports the daily operational needs of the work program and the management of a small set of job partners.

**Primary Duties and Responsibilities***Student Training and Development (90%)*

- Collaborate with Vice President and instructional team to design effective student learning experiences. Our curriculum focuses on the mastery of the following competencies within a business context: collaboration, critical thinking, communications, computer literacy (Microsoft Office Suite), and professionalism.
- Analyze student performance data to prioritize revisions to improve content effectiveness and drive student outcomes
- Evaluate curriculum annually to determine the need to modify and elevate the program to meet corporate partner demands.
- Propose and execute a plan to summarize students' learning and skills acquired upon completion of course.
- Support the planning and execution of summer programming that provides an opportunity for students to continue their training and learn in-demand job skills.

*Account Management (10%)*

- 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.
- Serve as a point person for students and sponsors regarding make-up days and holiday workdays, overseeing the collection of forms and recording of data associated with these days.
- 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.

**Qualifications:**

- Bachelor's degree from an accredited university/college, advanced degree preferred
- Prior teaching experience
- Ability to review educational content from a student perspective, surface areas for improvement, and prioritize revisions
- Knowledge of Microsoft Office Suite, with particular emphasis on Excel
- Strong strategic aptitude, innovative mindset and thorough in managing tasks

- 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
- Spanish language proficiency preferred

**Start Date:** Immediate or July 2021

**To Apply:** Please submit a cover letter and resume to: [jobs@crstorey.net](mailto:jobs@crstorey.net) or visit [www.crstorey.net/careers](http://www.crstorey.net/careers)

**Cristo Rey Jesuit High School**

*Founded in 1996, Cristo Rey Jesuit High School provides a Catholic, college preparatory education and professional work experience to students from Spanish-speaking families across the southwest side of Chicago. To make Cristo Rey both sustainable and affordable to our families, Cristo Rey pioneered the Corporate Work Study Program (CWSP). Our unique and highly successful funding model inspired what is now a national network of Catholic high schools serving low-income families across the country. The CWSP enables our students to earn a majority of their annual cost of education by working one school day a week at a corporation in the Chicago area. Learn more at [www.crstorey.net](http://www.crstorey.net).*

**Jesuit Schools Network and Cristo Rey Network**

*Cristo Rey is sponsored by the Society of Jesus (the Jesuits), the largest religious order in the Roman Catholic Church, and is well known in the United States with over 50 high school and 28 colleges and universities. Cristo Rey is a member of the Jesuit Schools Network, the national association of Jesuit schools in the United States and Canada. Additionally, Cristo Rey Jesuit High School is a member of the Cristo Rey Network, the national association of schools operating on the Cristo Rey model. Currently, there are 37 high schools serving more than 12,000 students throughout the country that are associated through the Cristo Rey Network and operate using the educational model named for the flagship school in Chicago.*