



EMPLOYMENT OPPORTUNITY

Placement Specialist

Don Bosco Cristo Rey High School and Corporate Work Study Program

Open: October 23rd, 2017 - **Close:** December 1st, 2017

Don Bosco Cristo Rey is a private, Catholic, college-prep high school sponsored by the Archdiocese of Washington and the Salesians of Don Bosco, serving students of diverse backgrounds from financially challenged families who live in the greater Washington metropolitan area. Don Bosco Cristo Rey's mission is to provide an affordable, safe, values-centered education which prepares graduates for success in college and life. The Corporate Work Study Program (CWSP), is a unique feature of the school. A separate corporation, it trains the students for entry-level clerical employment, and markets their services to local corporate clients.

Overall Position Description:

The Placement Specialist will manage day to day interactions between up to 200 student workers and 75 corporate partners with a focus on student development and corporate partner satisfaction. The goal being student growth and partner retention.

Brief Summary of Duties:

- Program Responsibilities:
 - Serve as an ambassador for Don Bosco Cristo Rey and the Corporate Work Study Program
 - Assist in school wide and department special events and staff coverage as needed
 - Document work flow and participate in continuous improvement efforts
- Student Responsibilities:
 - Monitor student worker performance.
 - When needed, address poor work performance through student coaching sessions
 - On board student workers for placements
- Partner Responsibilities:
 - Develop and maintain relationships with key stakeholders within the partner portfolio
 - Communicate regularly with each student's supervisor
 - Complete a minimum of two site visits a year
 - Work to ensure 92% partner retention

Qualifications:

- Have a minimum of two years of experience in account management or student support
- Have a strong working knowledge of Microsoft Office applications especially Excel and Word
- Hold a bachelor's degree
- Possess interpersonal skills to relate well with students, staff, administration, parents, and corporate partners
- Demonstrate a commitment to the mission of Don Bosco Cristo Rey
- Have experience with youth from urban or low-income communities
- Strong analytical and organizational skills
- Ability to work in an ever-changing environment
- Bilingual (English/Spanish) a plus
- Proficiency in Salesforce preferred.

To apply for this position: (email submissions preferred)

If you are qualified and interested in this position, send

- A letter stating personal intent,
- A comprehensive resume

Ana Chapa

Executive Director

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Subject line: DBCR Placement Specialist