



# EMPLOYMENT OPPORTUNITY

## Placement Specialist

*Don Bosco Cristo Rey High School and Corporate Work Study Program*

**Open:** May 15, 2018 - **Close:** June 1, 2018

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:**

Don Bosco Cristo Rey seeks an energetic, experienced professional to manage day to day interactions between our 150 student workers and 75 corporate partners. The focus of this position is on student development and corporate partner satisfaction that will result in student growth and partner retention. The Placement Specialist will also work with the Executive Director to ensure that students get to and from work safely and efficiently.

### **Brief Summary of Duties:**

- Collaborate with CWSP and High School staff on Student Performance and Departmental initiatives
- Analyze student worker timesheets, bi-annual evaluations, site visit assessments, and supervisor interviews
- Monitor student worker performance.
- When needed, address poor work performance through student coaching sessions
- 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 per year to each corporate partner location
- Work with the CWSP team to ensure that students get to and from work safely.

### **Minimum Requirements**

- Have a minimum of two years of professional experience
- Have a strong working knowledge of Microsoft Office applications especially Excel and Word
- Experience with Salesforce preferred
- Hold a bachelor's degree
- Possess interpersonal skills to relate well with students, staff, administration, parents, and corporate partners
- Demonstrate ethnic, racial, and religious sensitivity of the student body
- Demonstrate a commitment to the School's Mission
- Strong analytical and organizational skills
- Ability to work in an ever-changing environment
- Bilingual (English/Spanish) a plus

**Position available:** June 15, 2018

**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