



Corporate Work Study Program



HOW IT WORKS

The Corporate Work Study (CWS) program is a separately incorporated entity within the school that places every student in a professional job (on-site, remote, or hybrid) five full days a month, all four years of high school.

Cristo Rey students are employees of CWS. Corporate partners pay a competitive, annual service fee to the program which helps cover the cost of education for the student. CWS operates like a temporary staffing agency with the explicit awareness and approval of relevant state agencies and the U.S. Department of Labor.



Karen Casas '18
Cristo Rey Graduate

THE IMPACT

The Corporate Work Study program provides an opportunity to invest in the development of a diverse workforce. Cristo Rey Network alums often come full circle with their previous corporate partners.

In 2014, Karen started her freshman year working at Davis Wright Tremaine LLP for her CWS job placement. After graduating in three years from the University Honors College at Portland State University, she landed her first full time job as an administrative legal assistant for Davis Wright Tremaine LLP.



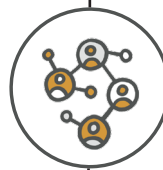
Expand your talent

Student associates contribute to immediate workplace needs, while gaining early access to professional networks and developing awareness of careers they may not have otherwise considered.



Improve educational opportunities

Professional workplace environments provide consistent, high-quality learning to connect classroom to career. Students gain valuable social and technical skills along with vital professional mentorships.



Advance racial equity

Cristo Rey students are culturally and linguistically diverse helping strengthen the workforce while creating a ripple effect of influence as students carry their experience forward.





Work Schedule

Student associates work in a four-person job sharing team to fill one full-time equivalent position during business hours, Monday through Friday, for the entire academic year. Academic schedules are structured so students work without missing class.

Our integrated academic and CWS experience is widely recognized as the critical component of a Cristo Rey education. A team of student associates can be placed in one or more departments (on-site, remote, or hybrid) and perform a wide range of entry-level skills-based tasks. See back page or visit cristoreyseattle.org/CWS to learn more.

1 YEAR





















Each placement is for one academic year
September through May

1 DAY

Each student works the same day every week

WHAT WE DO

- ✓ Obtain special provisions from the U.S. Department of Labor to employ high school students.
- ✓ Manage employment eligibility verification, payroll, insurance, taxes and other employer responsibilities.
- ✓ Provide supervisor training and ongoing support.
- ✓ Match student associates based on job description and student skillset.
- ✓ Transport students to and from the job location from September through May.
- ✓ Engage student associates in ongoing workplace training at school.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 01	 Student A	 Student B	 Student C	 Student D	 Student A
Week 02	 Student A	 Student B	 Student C	 Student D	 Student C
Week 03	 Student A	 Student B	 Student C	 Student D	 Student D
Week 04	 Student A	 Student B	 Student C	 Student D	 Student B



TASKS STUDENTS PERFORM

Accounting + Finance

- › Assist with accounts payable and expense reports
- › Enter invoice data

Human Resources

- › Scan and organize recruitment documents
- › Process interview and new hire paperwork

Information Technology

- › Equipment allocation
- › Helpdesk triage and installing new programs

Marketing

- › Prepare presentation materials
- › Assist with client events

Office Services

- › Manage supplies inventory
- › Translation services

Legal

- › Manage contract execution tracking
- › Review case documents and update case file status

WAYS TO PARTNER

- 🔗 **Hire an on-site team of students in your office(s)**
- 🔗 **Hire an off-site/hybrid team**
Students work in a CWS remote office with support from CWS staff to complete work typically performed on-site.
- 🔗 **Make a tax-deductible contribution**
to underwrite a team of student associates for placement with a non-profit organization.
- 🔗 **Share our story**
Help provide connections to other organizations who might benefit from hiring our student associates.

GET STARTED



Katie Seltzer

VP of Corporate Work Study

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www.cristoreyseattle.org/CWS