



CORPORATE WORK STUDY PROGRAM

Student Orientation
Tuesday, July 15, 2025



Meet the Team

Courtney Hand

Founding Vice President of Corporate Work Study

Desiree Mathis

Founding Associate Director of Corporate Work Study

Llelila Garcia

Founding Relationship Manager & Vocational Counselor

Mariel Molina

Founding Leadership Teacher



Mission

To cultivate **strong corporate partnerships** that provide Cristo Rey Orlando students with **meaningful work experiences**, fostering their professional skills, confidence, and readiness to succeed in a **dynamic workforce**.

Vision

Cristo Rey Orlando's Corporate Work Study Program **empowers students** through partnerships that build **expertise, resilience, and networks to succeed across industries**. Aspiring to be **leaders in youth and workforce development**, we combine **real-world work** with **academics** to prepare students for lasting **career success and meaningful community impact**.



What is CWSP?

Think internship—but cooler and mission-driven.

The **Corporate Work Study Program (CWSP)** is a separately incorporated entity that operates like a **professional placement system** within Cristo Rey Schools, **employing every student** for one day a week in a professional environment throughout **all four years of high school.**



How does it work?



Work Schedule: Student Rotation

	Monday	Tuesday	Wednesday	Thursday
WEEK 1				
WEEK 2				
WEEK 3				
WEEK 4				

1 Team = 4 students

1

YEAR

Each placement is for one academic year

September through May

1

DAY

Each student works the same day every week



Work Schedules

Daily Schedule

7:00 AM - 7:50 AM	Arrival & Assembly: Students arrive to school and check-in with staff
7:50 AM	Morning Prayer
7:55 AM	Dismissal: Students are dismissed to shuttles
8:30 AM - 9:00 AM	Work Day Begins: Students arrive at work sites
2:45 PM - 3:30 PM	Pick-Up: Students are picked up from work sites

Absences/ Make-Up Days

Students are expected to attend work **every** workday they are assigned.

If a student needs to miss work due to illness or an extenuating circumstance the **student is required to make up the missed workday on a day that school is closed and the office is open.**



Our Corporate Partners





What You Will Do

Human Resources

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

Information Technology

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

Accounting + Finance

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

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

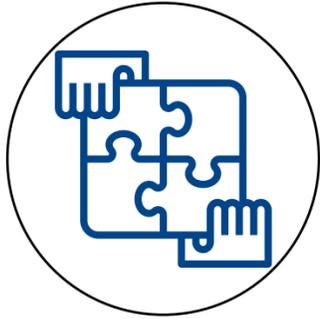


Getting Started

- ✓ Sign the Student/Family CWSP Agreement
- ✓ Complete I-9
- ✓ Complete W-4
- ✓ Attend Orientation Session during Workplace Welcome Week
Sept. 2nd - 4th
- ✓ Complete company specific pre-employment requirements, i.e.
 - Background checks
 - E-Verify
 - Non-disclosure agreements
 - Vaccinations
 - Other



Curriculum: Leadership Course



Learn to Start



Career Scoops



Time Cards



Time Card Details			
Name	Date Worked		
Fatima Tillman	Thursday, May 23, 2024		
Please enter your time card details below:			
Start Time *	End Time *	Lunch Start Time *	Lunch End Time *
8:00 AM	4:00 PM	11:30 AM	12:30 PM
Hours Worked	Time At Lunch	Hours Worked Without Lunch	
8 hrs 0 min	1 hrs 0 min	7 hrs 0 min	
Today's Activities: *			
<input type="text"/>			
Please enter a minimum of 100 characters.			
Did your company give you enough work to fill MOST of your work day today? *			
<input type="radio"/> Yes <input type="radio"/> No			
Did your company give you enough training and/or support to successfully complete your work today? *			
<input type="radio"/> Yes <input type="radio"/> No			





Crown Scholars Summer Institute

SCHEDULE

- > Monday, July 21st - Friday, August 1st
7:20 AM - 2:30 PM

BLAZER CEREMONY

Friday, August 1st
12:00 PM
St. John Vianney

CLASSES

- > Review of Algebra
- > Review of ELA
- > Catholic Identity
- > CWSP 101
- > Skills for Success
- > Digital Learning



Job Placements

Conducted by the CWSP Team after
Crown Scholars Summer Interests

Determined by:

- > Your Interests
- > Your Skills/Strengths
- > Alignment with Job Description

Every opportunity is an opportunity to grow!



Find out your Job
Placement during
Draft Day!



Thank you!



QUESTIONS?