



Administrative & Professional Services Industry

Our students assist in various office functions, including human resources, finance, marketing, and legal departments. They manage schedules, organize documents, prepare reports, and provide customer support. Through these tasks, students develop valuable organizational, communication, and problem-solving skills, gaining hands-on experience in the administrative and professional services industry.

Common Tasks and Responsibilities

1. Administrator Support

- Assisting in coverage of front desk or reception
- Calendaring and setting appointments as needed
- General organization and support of reception area
- Inbound and outbound calls

2. Customer Support

- Greeting and building rapport with customers as they enter facility
- Preparing documentation for clients

3. Document Specialist

- Creating decks for display on monitors or websites
- Scanning and copying essential documents
- Translating current handbooks, infographics and office materials

- Uploading documents to various drives and databases

4. Human Resource Assistance

- Keep employment records and process paperwork
- New hire orientation (materials preparation)
- Resume review and candidate research
- Usage and management of human resource systems and databases

5. Research

- Research relevant topics by department



Have another area that could benefit from project-based or day-to-day support?
Let's talk about how Cristo Rey Orlando students can help!

"It was one of those 'Yes' moments for me because it all came together—my love for technology, it was a Catholic school, and then it was youth within my own community—the three things just kind of played together."

- Rocio Lopez, Senior Manager, Accenture



Interested in becoming a Corporate Partner and learning more? Join us in shaping the future.



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