



***Cristo Rey Atlanta Jesuit High School*** is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate prepared for college and life.

**Position:** Operations Manager

**Report to:** Director of Corporate Work Study

Cristo Rey Atlanta Jesuit High School, which provides a college preparatory education and a unique work-study experience to economically disadvantaged families, is seeking an Operations Coordinator. To learn more about the school, please visit [www.cristoreyatlanta.org](http://www.cristoreyatlanta.org).

As a member of the Corporate Work Study Program (CWSP) team, this position will interact with students, school personnel, and business leaders to execute the transformative Cristo Rey Work Study Program model alongside CWSP staff. Teaching students' job skills, managing the relationships between the school and its Job Partners, and assisting in the coordination and operations of the overall program, are the primary duties of this role.

**Responsibilities:**

1. *Essential Functions*

- a. Prepare daily check-out sheets for students going to work
- b. Communicate student absences to job partners
- c. Managing student absences and infractions on PowerSchool, Salesforce, and with the Finance Department
- d. Help schedule student make-up days, holiday work-days, and overseeing the collection of forms and recording of data associated with these days
- e. Responsible for creating all the I-9's and work permits for the students
- f. Manage daily activities on Salesforce
- g. Assist Relationship Managers with any issue
- h. Update info for Finance to charge students for absences at work and for missing uniform items, and tuition management
- i. Weekly meetings with CWSP team. Take notes and prepare Meeting Minutes.
- j. Prepare CWS Newsletter for School Families bi-weekly
- k. Prepare CWS Newsletter to partners monthly

2. Transportation

- a. Transport students to and from work as needed if bus driver(s) becomes ill or unavailable.
- b. Manage "Direct to Work" students
- c. Prepare and distribute MARTA cards
- d. Notify Bus drivers about any change in the daily route
- e. Set up Uber rides for students as required
- f. Assist with student worker morning dismissal
- g. Enforce work dress code and policies

3. Student Formation

- a. Coordinate activities for In-House students
- b. Assist with year-round professional development, job placement and retraining for students
- c. Assist with material preparation for the Business Training Institute (BTI) for all incoming freshmen and ongoing Business Literacy courses for all grade levels
- d. Assist in the formation of student teams and job assignments based on student and Job Partner job descriptions, requests and student performance, skills, and assessments, to ensure successful jobsite placement.
- e. Coordinate remediation and retraining for all terminated students and those identified at risk at their job
- f. Meet with an assigned portfolio of students during study hall periods to check in on job experience.
- g. Assist Director, Client Relations & Programming with tracking of online performance reviews, setting up CWS gradebooks and implementing course grades, student feedback surveys and preparation of award cards.

4. Other Duties



- a. Some weekends required to assist with student registration, interviews and open houses, some evenings for Corporate Work Study partner events
- b. Assist with other CWSP duties and administrative tasks as assigned by the Director of Corporate Work Study
- c. Assist with special events: Draft Day, CEO Breakfast, Partner Appreciation Reception and Lunch & Learns.

**Qualifications:** Successful applicants will embody the mission-commitment, intellectual curiosity, openness to growth, optimism, and enthusiasm that are central to the members of Cristo Rey Atlanta's team. In addition, applicants should meet or exceed the following requirements:

- Minimum Bachelor's Degree
- Commitment to the mission and values of Cristo Rey Atlanta Jesuit High School and ability to articulate the mission
- Superior written and oral communication skills
- Strong technical skills, or a desire to learn – MS Office, data entry and reporting, Salesforce, PowerSchool, and Schoology
- Sensitivity to the ethnic, racial, and religious backgrounds of the student body
- Desire to work with High School Students and enthusiasm to further build positive school culture and community
- Ability to work effectively as part of a team and independently in a fast-paced environment, excellent organizational and administrative skills
- Flexibility and adaptability as CWSP operations develop
- Proficiency in Spanish Preferred
- Ability/willingness to drive a 14-passenger school bus

**Apply:** To apply, submit the following items to Human Resources Manager at [hr@cristoreyatlanta.org](mailto:hr@cristoreyatlanta.org). Please include the position in the subject line.

- Resume
- Cover letter
- Contact information for 3-5 professional references (direct phone and email)

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