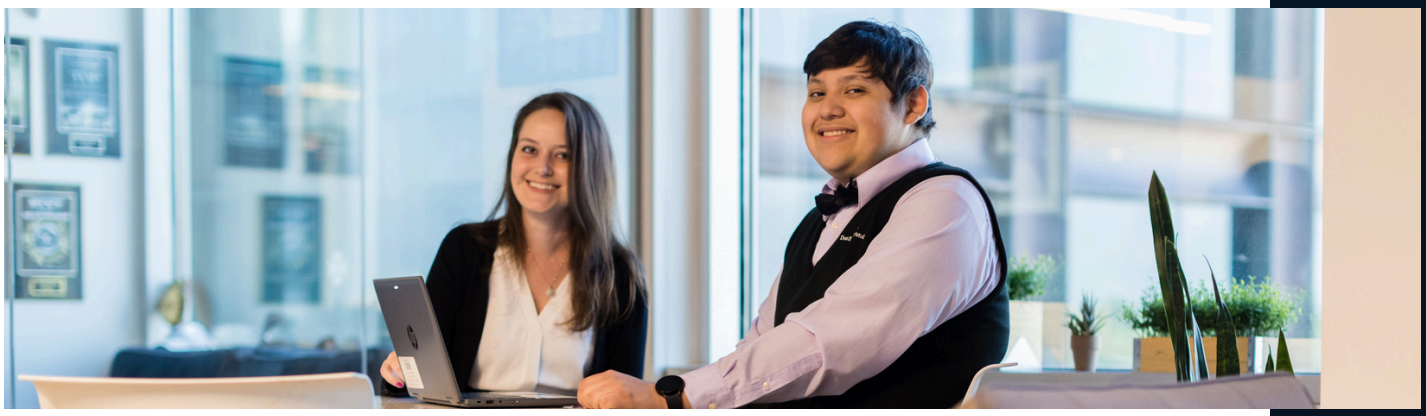
DonBoscoCristoRey

# Don Bosco Cristo Rey High School & Corporate Work-Study Program

# *Common Work-Study Jobs Roles Across Industries*



## Office Services & Administration

- Front desk reception and visitor support
- Calendars, scheduling, meeting logistics
- Filing, records, and document management
- Mail, copy room, and shipping support

## Facilities & Operations

- Office walkthroughs and cleanliness checks
- Supply, kitchen, and inventory restocking
- Equipment tracking
- Meeting and event space setup

## Marketing, Design, Business Dev.

- Social media and graphics creation
- Presentation and pitch materials
- Client event support
- Data entry and CRM management

## Accounting

- Expense report processing
- Purchase order and invoice entry
- Invoice and check reconciliation
- Billing documentation tracking

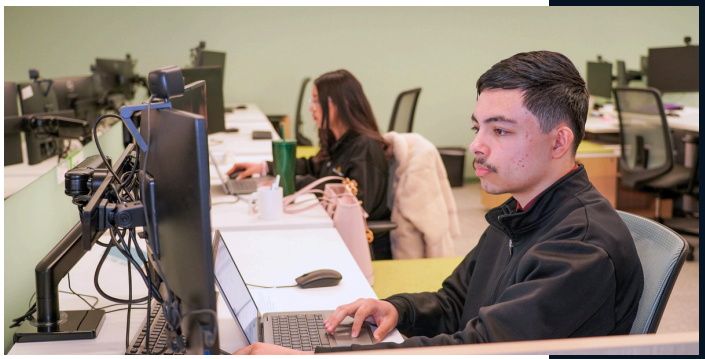
## Human Resources

- HR records management
- New-hire and onboarding paperwork
- Interview scheduling and shadowing
- Resume sorting and coding

## IT Support

- Equipment allocation and inventory
- Computer setup and software installs
- Help-desk ticket support
- Website content updates



## THE SAME SKILLS, APPLIED IN REAL PARTNER WORKPLACES

# Industry Snapshots: Skills in Action

### CONSTRUCTION

Students in construction management support accounting, admin, and operations for project teams.

COAKLEY WILLIAMS CONSTRUCTION
BUILDING THE DMV

*"Cristian supports real preconstruction work: bid-day coordination, quantity take-offs, and writing scopes of work. He's joining the firm's summer internship as a preconstruction engineer, leading his own intern team."*

### BUSINESS

At businesses ranging from beverage companies to automotive dealerships to retail chains, students support core operations including customer outreach, sales support, competitor research, lead generation, and invoice and contract management.

DrinkMore water

*"Fernando handles customer outreach, competitor research, and invoice and contract filing. His supervisor says he's detailed, communicates well, and "goes one step further" on every task."*

### PUBLIC RELATIONS & GOVERNMENT AFFAIRS

At government affairs and PR firms, students track legislation, monitor policy developments, draft briefings for staff, and support communications projects across energy, foreign policy, and regulatory issues.

bp

*At BP's DC government affairs office, Angel is drafting policy briefs, summarizing congressional hearings, and researching regulatory issues for staff who need to get up to speed quickly. His work feeds directly into the team's day-to-day operations. "Angel did a tremendous job with his brief that provided a great overview of the latest developments on la sensitive issue. It was super helpful for me to read through it rather than having to parse through the dozens of news stories!"*

### HEALTHCARE

Across healthcare placements, students manage patient records, liaise with insurance providers, schedule appointments, and guide patients to and from exam rooms.

SHADY GROVE ORTHOPAEDICS
SPECIALIZING IN WHAT MOVES YOU

*"It's been a pleasure having Jaiden in our office. With staffing shortages on the administrative side, he's been a huge help with tasks that were overwhelming for some of our staff. He made sure all fee sheets were scanned into our EMR on time, preventing billing delays."*

### HOSPITALITY

In hospitality, students move quickly from front-desk basics into real operational responsibility.

Hilton Garden Inn

*"Loreley has grown into one of the hotel's most trusted team members, handling check-ins, phone calls, and guest requests with consistent confidence. She's known for her initiative, always looking for ways to help the team and guests alike, and has completed additional training modules to keep building her skills."*

### FINANCIAL SERVICES

At financial and professional services firms, students take on a mix of office support and direct exposure to core business functions.

JMI EQUITY

*"Allyson supports JMI's day-to-day operations and has sat in directly on candidate interviews alongside the firm's recruiter, gaining hands-on exposure to how hiring decisions get made. She also built her own business concept from the ground up, researching pricing and market positioning over several months with guidance from JMI staff."*

### LEGAL

At law firms, students support HR onboarding, IT helpdesk tickets, and administrative/records work, and support paralegals with casework research.

Lathrop GPM

*Jasson processes and maintains invoices, checks, and spreadsheets to track payments, and digitized a large volume of client files ahead of the firm's office move. "Jasson continues to do an outstanding job. He is very attentive to details, proactive in taking on new assignments, and has a wonderful work ethic and attitude."*

### TECHNOLOGY

In the technology space, students contribute to real technical work, not just basic IT support.

ASTRION™

*"Alberto supported weekly vulnerability management operations and built a tool converting firewall script data into a structured, comparable format. His supervisor says he approaches challenges without a "this is how we've always done it" mindset."*

