

## **EMPLOYMENT OPPORTUNITY**

### **Arrupe Jesuit High School**



### **Director of Corporate Work Study**

#### **About Arrupe Jesuit:**

Arrupe Jesuit High School is a Jesuit, Catholic, co-educational, college preparatory school that exclusively serves economically disadvantaged students from Denver's inner-city neighborhoods. More than 82% of Arrupe's current students qualify for the Federal Free and Reduced Lunch Program. More than 90% of Arrupe graduates are first generation college-bound and persist in college at 7 times the national average. Our goal is to empower graduates who will continue their education and return as leaders in their communities, return in the words of Fr. Arrupe, as "men and women for others." 100% of Arrupe Jesuit graduates are accepted to college.

#### **Responsibilities:**

- Attain job placements for all students to meet target AJHS budget requirements
  - Participate in networking and job recruiting events
  - Recruit new CWSP partners and retain existing employers to ensure job placements for all students
- At the C-Suite level, build relationships with new employers and maintain strong relationships with current CWSP Partners
- Serve as the primary CWSP spokesperson to all external groups and campus visitors
- Ensure that students are employed in compliance with applicable provisions of the Fair Labor Standards Act
- Direct new employer on-boarding activities
- Serve as a member of the school leadership team and advise the President on operations, school policies, budget matters and other issues related to the running of the Corporate Work Study Program
- Work with the Principal and President in making decisions to student admissions as well as for the dismissal of students from school
- Work closely with the Director of Philanthropy in cultivating new employment and/or philanthropic opportunities
- Participate in general and committee meetings of the Board of Trustees and implement directives of the Board, as delegated by the President
- Work closely with the Chair of the CWSP Board of Trustees
- In cooperation with the business office, manage new employment contracts and contract extension documents as well as payment billings of CWSP employers
- In coordination with the CWSP Director of Operations, provide support as required for day-to-day CWSP operations

#### **Minimum Requirements:**

- Commitment to the Mission and Values of Arrupe Jesuit High School
- Bachelors or Masters in Business, Finance or related field
- Minimum 5 years' experience in business administration, including staff supervision
- Management experience; proved sales/marketing skills
- Background in education and/or working with youth a plus

#### **Compensation:**

- Salary is commensurate with experience
- Full benefit package including health, dental, vision, long-term disability, 403b retirement plan, life insurance, sick leave, paid vacation and holidays

#### **Reports To:**

President

#### **Contact:**

Send resume and cover letter to [jobs@ArrupeMail.org](mailto:jobs@ArrupeMail.org)