



ARRUPE JESUIT HIGH SCHOOL CORPORATE WORK STUDY PROGRAM

HOW IT WORKS

More than 130 corporate partners in the Denver metro area hire our talented students. Our partners understand the importance of investing in our young people because of the multitude of opportunities created for our students. They also recognize the tremendous benefits for their organizations' workforce development and hiring needs.

Benefits to Corporate Partners

- Exceptional Student Workers
- Diverse Workforce Pipeline for the Future
- Positive Community Impact

Benefits to Students

- Invaluable Work Experience
- Real World Experience Informs Rigorous Classroom Environment
- Provides Access to Jesuit, College Preparatory Education

JOBS & RESPONSIBILITIES

Students fill a variety of roles within their organizations through the job share model. Below is a sampling of typical projects and responsibilities that our students perform.

Administrative Services

- Receptionist Duties (bilingual availability)
- Mail & Copy Room Support
- Scanning and Filing
- Meeting Notetaking & Distribution
- Supply & Inventory Management
- Information Technology Support

Marketing & Business Development

- Collateral Fulfillment
- Presentation Preparation
- Client Event Preparation
- Data Entry and Lead Generation
- Industry and Client Research
- Social Media Management

Visitor Services

- Guest Relations
- Translation
- Serve as Tour Guides
- Exhibit Preparation

Healthcare Services

- Patient Scheduling
- Room Preparation and Sterilization
- Serve as Certified Nursing Assistants
- HIPPA Compliance Certification



Ariana has consistently demonstrated a strong work ethic throughout her time working with CoBank this year. She meets all work commitments, is eager to learn and work with her team, and takes great pride in her work. Most recently, she was assigned to organize a large volume of documents in the record center. Ariana not only completed this work in a timely manner, she also immediately adopted work routines to ensure thoroughness in the work completed.

- CoBank, ACB

COST COMPARISON

Jobs are paid positions, with the money earned paid directly to Arrupe CWSP to cover approximately 50% of the students' education cost. Students are employees of CWSP. Our staff members provide customer support in addition to handling all payroll, W-4, I-9, workers' compensation, liability coverage as well as other employer issues for the students. We train the students, provide transportation, and work with hiring organizations to assign motivated, enthusiastic student workers who can best meet your specific business needs.



Darian models the values of Arrupe [Jesuit] through his kindness and thoughtfulness; he shows up ready to work and willing to learn. He constantly surprises our staff by making our ministry better than how he found it. Darian has had a role in helping victims overcome adversity through the Justice and Mercy Legal Aid Clinic, he has seen clients receive their citizenship and he regularly offers much needed admin support and research skills. [His work] is a gift to our clients, to our staff and to our city.

-Mile High Ministries

2019-2020 Program Cost

\$28,000

(10 month school year contract)

\$33,900

(including option for summer coverage)

2017 Employers Council

Data Comparison

Mail Clerk FTE: \$43,559

Entry Level Business Support FTE: \$42,017

Entry Level File Clerk FTE: \$39,824

REFERENCES & REFERRALS

The best way to envision a team of students working within your organization is to see it in action! The following page has a list of all 130+ hiring organizations. Additionally, we have many partners who would be more than happy to share their experience with our program with you or your staff. Contact us for a specific reference.

After a short meeting with one of the school leaders, I suggested that my team take on a couple of students to work in admin jobs one day/week. The reception was chilly at best. Everyone had experience "babysitting" interns over the years. Nevertheless, I insisted, and we took a couple of students as an experiment. After the first year, the staff wanted two more, and every year since we have added additional students. We are now the largest employer of Arrupe students in the Denver area! I could not reduce our involvement with Arrupe without starting a staff revolt!

George Sparks
President & CEO
Denver Museum of Nature & Science

