



Reports to: VP of Programming, CWSP

Organization

Verbum Dei High School was founded in 1962 to serve the young men of Watts and its surrounding communities. A Catholic, Jesuit High School, Verbum Dei is a learning and work-study community that empowers young men to be academically, spiritually and socially prepared to enter and graduate from college in pursuit of a more humane and just world. Verbum Dei is member of the national Cristo Rey Network (www.cristoreynetwork.org), an association of 28 Catholic schools.

Corporate Work Study Program

In 2002, Verbum Dei adopted the innovative Corporate Work Study Program (CWSP) created to fund inner-city college and career preparatory education. CWSP is a successful partnership between business, education and the young men of Verbum Dei. Corporate Partners provide one “full-time equivalent” for a fee. This position is filled by four young men and each student intern works five full days a month on a rotational basis. The Corporate Work Study Program is a life changing opportunity where students gain knowledge, self-confidence, transferrable work and life skills that prepare them for college and beyond.

Position Responsibilities

The Administrative Assistant is responsible to support the operations and recruitment efforts of the Corporate Work Study Program and provide high levels of customer service to all, including students, parents, Corporate Partners, and prospects. Administrative work includes, but is not limited to clerical support, filing, database maintenance, and minor event planning.

SPECIFIC RESPONSIBILITIES – Administrative Assistant:

- Be an integral part of the CWSP team
- Update and maintain monthly student timecards
- Fuel CWSP fleet of vans for daily use
- Transport students to and from work
- Draft and follow-through on Corporate Partner Letters of Agreement
- Plan and support special events
- Coordinate with parent volunteers
- Collect and format student evaluations

QUALIFICATIONS AND EXPERIENCE - Candidates must have the following qualifications and experience:

- Bilingual (not a requirement, but a huge plus)
- Knowledgeable in Microsoft Office suite
- Demonstrated ability to work on a team that requires humility, integrity, tolerance, a desire for continuous improvement and openness to feedback
- Excellent written and oral communication skills
- Customer Service orientated